



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



Early Head Start Multipurpose Room
 338 1st St SE, Dickinson, ND 58601
 Date: March 30, 2017
 Time: 4:30 p.m.

Members Present: Stacey Kuntz, Paige Worley, Risper Chuma, Rudie Swanson, Dana Nagle, Renae Ekstrand, Samantha Davis

Members via Telephone: Kristy Seidel

Absent: Brooke Roquet, Krysten Byrd, Marquetta Threlkeld

Nonvoting Present: Robin Rivinius (Shared Governing Board Rep)

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

Guest Present: Samantha's daughter

Quorum Met: Yes

Call to Order: The meeting was called to order by Jennifer Braun, Head Start/Early Head Start Director, at 4:30 p.m.

Introductions were made.

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 February 23, 2017, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Dana Nagle, Treasurer, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2016, through January 31, 2017.

The January 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is (\$32,547.57) with total expenditures of \$1,140,282.57. Dickinson Public Schools and Mott/Regent will be reimbursing us for some of the expenses so Head Start's budget shouldn't be overspent. The January 2017 Community Action Head Start Finance Report was filed.

The January 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$70,839.27 with total expenditures of \$902,642.73. The January 2017 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Dana shared the February 2017 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: Robin Rivinius (Shared Governing Board Rep) reported on the CAP Governing Board meeting which was held March 28, 2017. Highlights included: they will be holding their annual meeting and training on July 25 in Medora. Policy Council members are invited to attend. The Governing Board is moving to electronic meetings. Erv Bren, Community Action Partnership Executive Director, has been attending a lot of meetings because of the state and federal budgets. A recent speaker is studying risk factors for generations. The next generation is at risk of “not doing better than its parents” for the first time ever.

Unfinished Business:

Second Reading of Policies:

Communication Policy: Jennifer reported on the recommended changes. The suggested changes include: the updated performance standard and parent communication changes.

Paige moved to approve the Communication policy for second reading approval, as presented. Dana seconded the motion. The motion carried.

Enrollment/Recruitment Policy: Jennifer reported on the recommended changes. The suggested changes include: the updated performance standard, deleting e.g. Students Other Than Average/SOTA, delete and Home Base and add Home Visitors and Family partnership staff to Recruitment # 2, delete St. Joseph’s and add CHI St. Alexius and fax referrals were shared on Recruitment # 6, delete “these families will not be enrolled before another child with higher points; but” on Enrollment #2, add “under the category teen” on Enrollment #12, change the points on Receives Public Assistance Benefits (TANF, SSI) from 45 to 50 points under Head Start and Early Head Start points. Under the new recommendation, children/expectant moms receiving Public Assistance Benefits (TANF or SSI) would receive five more points than a family with no income. Discussion followed.

Rena moved to approve the Enrollment/Recruitment policy for second reading approval, as presented. Paige seconded the motion. The motion carried.

EHS Center Based Points: Jennifer reported on the recommended changes. Suggested changes include: updated performance standard.

Paige moved to approve the EHS Center Based Points for second reading approval, as presented. Risper seconded the motion. The motion carried.

Self Assessment Policy: Jennifer reported on the recommended changes. Suggested changes include: updated performance standard, changes to the timeline and updating 1302.102 (standard).

Samantha moved to approve the Self Assessment Policy for second reading approval, as presented. Rudie seconded the motion. The motion carried.

Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policies: Jennifer reported on the recommended changes. Suggested changes include: the performance standard or no changes.

Paige moved to approve the Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policies for second reading approval, as presented. Risper seconded the motion. The motion carried.

Family Partnership Work Plan: Jennifer reviewed the Family Partnership Work Plan and the suggested changes. Suggested changes include: added an acronym list, new subpart, performance standard changes, and revising the objectives.

Dana moved to approve the Family Partnership Work Plan for second reading approval, as presented. Renae seconded the motion. The motion carried.

New Business

Approval of Head Start/Early Head Start Health Office Assistant: Jennifer reported that the recommendation is to hire Tracy Lauf as a Head Start/Early Head Start Health Office Assistant. She gave a brief bio on Tracy.

Samantha moved to approve the hire of Tracy Lauf as a Head Start/Early Head Start Health Office Assistant. Rudie seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Assistant Cook: Jennifer reported that the recommendation is to hire Jaret Hutmacher as a Head Start/Early Head Start Assistant Cook. She gave a brief bio on Jaret. Rudie moved to approve the hire of Jaret Hutmacher as a Head Start/Early Head Start Assistant Cook. Risper seconded the motion. The motion carried.

First Reading of Policies:

Intake Procedure: Jennifer reported on the recommended changes. The suggested changes include: the performance standard, added “or phone interview,” added a child is considered income eligible if anyone in the family is receiving Public Assistance, such as TANF or SSI payments. Income does not need to be verified, but proper documentation from the county social service agency is required, deleted “or Caring for Children Program” and deleted “or C.H.I.P.”, added CFR 1302.12 and CFR 1305.2, CFR 302.12(I), CFR 1302.13(m) and 1302.13(m)(4). They took out some health insurance language. Paige moved to approve the Intake Procedure for first reading approval, as presented. Dana seconded the motion. The motion carried.

Program Planning Procedure: Jennifer reported on the recommended changes. The Program Planning Procedure is a guide for the Director. The suggested changes include: updated performance standard and moving topics to different months/meetings to reflect current practice.

Dana moved to approve the Program Planning Procedure policy for first reading approval, as presented. Kristy seconded the motion. The motion carried.

Staff Income Determination and Verification Acknowledgement Form: Jennifer reported on the recommended changes. Suggested changes include: updated performance standard.

Risper moved to approve the Staff Income Determination and Verification Acknowledgment Form for first reading approval, as presented. Samantha seconded the motion. The motion carried.

Immunization Policy: Jennifer reported on the recommended changes. Suggested changes include: added “When a child is unable to get an immediate appointment for immunizations, the parent will provide Head Start or Early Head Start with a record of the child’s upcoming appointment, either by bringing it in to the center or having the clinic fax it to the center. The child may attend at the center or home visits will continue during the original 30 days of the parent/guardian working to get the child up to date on their immunizations. If the child misses the scheduled appointment for any reason, that child will be excluded from the program until the immunizations have been received. If chronic absenteeism

persists (the child has been absent from the center or has not made a visit with their home visitor for 30 days) the child's slot must be considered an enrollment vacancy.

Paige moved to approve the Immunization Policy for first reading approval, as presented. Rudie seconded the motion. The motion carried.

Education and Disabilities Work Plan: Jennifer reviewed the Education and Disabilities Work Plan and the suggested changes. Suggested changes include: updated performance standards and framework, deleted objective #5, added objective #10, deleted objective #12, added objective #13, deleted objective #26, added objective #2, added objective #29, and added objective #35.

Renae moved to approve the Education and Disabilities Work Plan for first reading approval, as presented. Risper 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: Key Indicators, Program Summaries, Attendance Analysis, Staff Resignations/Changes, and Self Assessment sign up. Highlights included: Head Start had an 11% turnover this year which is lower than last year. Head Start was fully enrolled in February. Early Head Start was under enrolled in February. Early Head Start received a donation of \$1,000 from St. John's Trust Fund which will be used for diapers, and a \$1,000 donation from David Parrill Construction, LLC of Bismarck for classroom supplies. The Kiwanis donated \$250 for Head Start's Reading is Fundamental books. The Rotary Club donated a "Chicken Little" book for each Head Start child and they came to read the book in the classrooms. The Head Start/Early Head Start Continuation Year 3 grant was approved. Staff resignations were received from Joanne Davenport, assistant cook, and Presley Hamann, home visitor. Joanne will remain as a kitchen and teaching assistant substitute. Erv Bren and Jennifer met with Lucas Greff, the Mott Regent school board president and Dr. Viola LaFontaine, their superintendent to discuss funding and the Hettinger County Head Start classroom. Self assessment meeting signup sheets were passed around. The Director's report was filed.

Parent Committee: Minutes from the Dickinson Head Start Center and Early Head Start Center/Home Base Parent Committee meeting were reviewed.

Reports from Community Members:

Robin reported that the KIDS Program is currently serving 211 kids. They are receiving several auto eligible kids (children that have a "at risk" medical diagnosis, children that were born with drugs in their system). The state is revising how they do their training. The last day to donate to the Foster care tote bags is March 31. Their goal was to provide 125 bags for foster children in southwest North Dakota. Thus far they have received donations to purchase 75 bags.

Paige stated that they are very busy also. They are always looking for more foster families.

Upcoming children's events include: the Pizza and Pals fundraiser for Imagination Library is April 1, Kids Day at the Farm is scheduled on April 21, the Health and Safety Fair is April 27, and the Prevent Child Awareness Walk will be held on May 20.

Announcements: Policy Council members were reminded to fill out there in kind forms, travel and childcare reimbursement forms.

Next meeting: The next Policy Council meeting date and time is scheduled on April 27, 2017, at 4:30 pm. Jennifer stated that she will email Policy Council members regarding possible alternative meeting dates in April since the Health and Safety Fair is scheduled on April 27.

Adjournment: The meeting was adjourned at 5:30 pm.

Submitted by:

Paige Worley, Secretary

Date