



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



Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601

Date: June 29, 2017

Time: 4:30 pm

Members Present: Dana Nagle, Paige Worley, Samantha Jo Davis, Rudie Swanson

Members via Telephone: Kristy Seidel

Absent: Stacey Kuntz, Renae Ekstrand, Robin Rivinius (Governing Board Rep)

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 by Dana Nagle, Policy Council Treasurer, at 4:30 p.m.

Minutes: The minutes of the May 25, 2017, Policy Council meeting, May 31, 2017, Special meeting, and June 19, 2017, COLA grant approval meeting were reviewed. There were no changes. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, HS/EHS Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2017, through January 31, 2018.

The April 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$801,170.94 with total expenditures of \$326,179.06. The April 2017 Community Action Head Start Finance Report was filed.

The April 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$781,813.41 with total expenditures of \$208,769.59. The April 2017 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Jennifer shared the May 2017 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: The Governing Board meeting was held on May 23, 2017. The highlights from the meeting were reviewed at the May Policy Council meeting. They held a special meeting to approve the COLA grant. The next Governing Board meeting is scheduled on Tuesday, July 25 in Medora. Policy Council members are invited to attend.

Unfinished Business:

Second Reading of Policies

New Business:

Homeless Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated the performance standard, added “Section 725(2) of the McKinney-Vento Act Homeless Assistance Act at 42 U.S.C. 11434a (2).” This policy outlines how we enroll homeless families and the definition of homeless.

Paige moved to approve the Homeless policy for second reading approval. Rudie seconded the motion. The motion carried.

Confidentiality Policy and Agreement: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. There were no changes on the Confidentiality policy. Suggested changes on the Confidentiality Agreement include: updated the performance standard and added “to Policy Council members.”

Samantha Jo moved to approve the Confidentiality policy and Agreement for second reading approval. Rudie seconded the motion. The motion carried.

Education Staff and Qualifications Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated the Performance standard and the performance objective, added “Early Head Start” to section c. and added “with a focus on infant and toddler development” on section d.

Paige moved to approve the Education Staff and Qualifications policy for second reading approval. Samantha Jo seconded the motion. The motion carried.

Impasse-Internal Dispute Resolution Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: updated the performance standard and objective and added “If the Impasse Committee cannot reach a resolution within 30 days, and the impasse continues, the Governing Board and the Policy Council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute,” and added “mediator.”

Rudie moved to approve the Impasse-Internal Dispute Resolution policy for second reading approval. Samantha Jo seconded the motion. The motion carried.

Self Assessment Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: they added all program coordinators are required to be on every self-assessment team, and defined the representation from Head Start and Early Head Start staff to aid in operating costs.

Paige moved to approve the Self Assessment policy for second reading approval. Rudie seconded the motion. The motion carried.

Transportation Policy, Child Abuse and Neglect Policy, Child Care and Travel Vouchers, Fundraiser Guidelines Procedure, Parents Rights and Responsibilities and Step Parents and Nonresidential Parents’ Rights Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that the only change to these policies is the Performance Standard or no change so we can do them in one motion.

Samantha Jo moved to approve the Transportation Policy, Child Abuse and Neglect Policy, Child Care and Travel Vouchers, Fundraiser Guidelines Procedure, Parents Rights and Responsibilities and Step

Parents and Nonresidential Parents' Rights policy for second reading approval, as presented. Rudie seconded the motion. The motion carried.

Work Plans

Health and Safety Work Plan: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Health and Safety Work Plan and the suggested changes. Suggested changes include: updated the performance standard, deleted, or renamed some of the forms; they deleted things we don't do, and deleted the Child Abuse Prevention campaign.

Paige moved to approve the Health and Safety Work Plan for second reading approval, as presented. Samantha Jo seconded the motion. The motion carried.

New Business

Approval of 101-130% Income Eligible Head Start Children for 2017-2018: Jennifer Braun, Head Start/Early Head Start Director, reviewed the income eligible guidelines (101-130%) for 2017-2018. They currently have eight to nine kids on the 101-130% income eligible list thus far. Rudie moved to accept all Income Eligible children at 101-130% for the 2017-2018 Head Start Program year. Samantha Jo seconded the motion. The motion carried.

Approval of Medically Underserved Income Criteria: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Medically Underserved guidelines. Previously Policy Council approved up to 300%. She reported that medically underserved areas have less than 1,000 people; they do not have a licensed preschool in the community or access to medical facilities. We will accept the Medically Underserved children at the July meeting. Rudie moved to approve the Medically Underserved guidelines (up to 300%) for the 2017-2018 Head Start program year. Samantha Jo seconded the motion. The motion carried.

First Reading of Policies:

Grievance Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no changes to the policy. Paige moved to approve the Grievance policy for first reading approval. Rudie 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, Resignations of Policy Council Parent Representatives, and COLA Funding Guidance Letter & Approval of Grant, EHS Spring School Readiness Report and HS/EHS Self Assessment Summary 2016-2017.

Highlights included: Head Start ended the year with 149 children. There were 43 children on an IEP (22 non Head Start children). There were two homeless families and 13 children in foster care. Early Head Start was fully enrolled in May and June. Thirty five out of 79 Early Head Start children are on an IFSP. Head Start/Early Head Start was a recipient of the Dickinson Community Grant Foundation grant which will be used to provide car seat education and provide car seats for families that cannot afford car seats. Kaila Brown, a Head Start teaching assistant, submitted her resignation. Kathy Zander is moving from the Dickinson Public Schools classroom teaching assistant to a Head Start teaching assistant. Resignations were received from Jolene Wilhelm and Marisa Schmidt, Head Start classroom teachers. Corena Wiedmer and Ida Meier renewed their CDA certificates. CLASS scores were reviewed for the spring quarter. Our immunization policy will be added to Head Start and Early Head Start Parent Handbooks. Brooke Roquet and Marquetta Threlkeld submitted their Policy Council member

resignations. Policy Council members approved the COLA grant at the June 19 special conference call meeting. The grant will be used for staff compensation and increasing the starting wage. The Early Head Start School Readiness Report for Period 3 was reviewed. Four children were included in the report. The Self Assessment Summary was reviewed. The recommendations will be added to an Action Plan which will be approved at a future meeting.
The Director’s report was filed.

Parent Committee: Parent Committee meeting minutes from the May 23 EHS Center & Home Base Parent Committee meeting were reviewed.

Reports from Community Members: Paige reported that they are running out of foster homes.

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

Dana reported that she will organize the Herbergers Community Days fundraiser again this year. Coupon booklets are \$5. Policy Council members and parents should contact Dana if they are interested in helping.

Future meeting times: Jennifer asked Policy Council members if they would like to schedule future Policy Council meetings at 4 pm instead of 4:30 pm. Discussion followed. The consensus was to meet at 4 pm in the future. Paige will be unable to attend the July 27 meeting.

Next meeting: The next Policy Council meeting date and time is scheduled on July 27, 2017, at 4 pm.

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

Submitted by:

Paige Worley, Secretary

Date