



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



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

Date: July 17, 2018

Time: 4:00 p.m.

Members Present: Deborah Fortner, Allie Dewitt, Dana Nagle

Members via Telephone: LaKrisha Augare, Paige Worley

Absent: Renae Ekstrand, Nikki Baer, Samantha Jo Davis, Bridget Miller, Shanon Hayden

Nonvoting Present: None

Staff Present: Taylor Krieg (EHS Education Coordinator), Erv Bren (CAP Executive Director), Karen Heidt, Administrative Assistant

Guest Present: None

Quorum Met: Yes

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

Policy Council Meeting Standards: Taylor 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.

Introductions were made.

Minutes: The minutes of the June 19, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Taylor Krieg, EHS Education Coordinator, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2018, through January 31, 2019.

The May 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$629,878.21 with total expenditures of \$508,564.79. The May 2018 Community Action Head Start Finance Report was filed.

The May 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$662,137.13 with total expenditures of \$338,116.87. The May 2018 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Taylor shared the June 2018 USDA report. The USDA report was filed.

CAP Credit Card Statement: There was no credit card report this month.

The Financial Reports were filed.

CAP Governing Board: Erv reported on the CAP Governing Board meeting. Highlights included: The Board training and annual meeting is scheduled July 24 in Medora at the Roughrider Hotel. The annual meeting will be held from 8 am-12 noon and training will be held from 1 pm-4 pm. Training will be on CSBG compliance issues and CSBG organizational standards. Policy Council members are invited to attend. They should contact Connie one week in advance if they plan on attending (July 17).

Unfinished Business:

Second Reading of Policies:

Grievance Policy: Taylor reported that there were no suggested changes in the Grievance policy. Deborah moved to approve the Grievance policy for second reading approval. Allie seconded the motion. The motion carried.

New Business

Approval of Head Start Medically Underserved for Fall: Taylor reported on the Head Start Medically Underserved children for Fall. Last Policy Council members approved the medically underserved poverty guidelines percentage at 175% of the poverty level. There is one child to approve on the Medically Underserved wait list.

Allie moved to approve the Head Start Medically Underserved child for the 2018-2019 Head Start Program year. Deborah seconded the motion. The motion carried.

First Reading of Policies

Policy Council Chairperson: Taylor reported that there were no suggested changes in the Policy Council Chairperson policy.

Deborah moved to approve the Policy Council Chairperson policy for first reading approval. Allie seconded the motion. The motion carried.

Policy Council Code of Conduct: Taylor reported that there were no suggested changes in the Policy Council Code of Conduct policy.

Allie moved to approve the Policy Council Code of Conduct policy for first reading approval. Deborah seconded the motion. The motion carried.

Policy Council Elections: Taylor reported that there were no suggested changes in the Policy Council Elections policy. Discussion followed. Deborah and Allie asked about the three year term limits. They said that at one of the meetings with Head Start people they said that term limits could be up to five years. Erv stated that this may be a possible proposed change. We will check with Jennifer and let Policy Council members know.

Deborah moved to approve the Policy Council Elections policy for first reading approval. Allie seconded the motion. The motion carried.

Policy Council Finance Committee: Taylor reported that there were no suggested changes in the Policy Council Finance Committee policy.

Allie moved to approve the Policy Council Finance Committee policy for first reading approval. Deborah seconded the motion. The motion carried.

Policy Council Job Description: Taylor reported that there were no suggested changes in the Policy Council Job Description policy.

Deborah moved to approve the Policy Council Job Description policy for first reading approval. Allie seconded the motion. The motion carried.

Policy Council North Dakota Head Start Association Representative: Taylor reported that there were no suggested changes in the Policy Council North Dakota Head Start Association Representative policy. Discussion followed. Dana indicated that she would be interested in attending the North Dakota Head Start Association meetings.

Paige moved to approve the Policy Council North Dakota Head Start Association Representative policy for first reading approval. Deborah seconded the motion. The motion carried.

Policy Council Policies and Procedures: Taylor reported that there were minor suggested changes in the Policy Council Policies and Procedures. Suggested changes include: adding Early Head Start/Head Start to different parts of the policy.

Deborah moved to approve the Policy Council Policies and Procedures for first reading approval. Allie seconded the motion. The motion carried.

Policy Council Secretary: Taylor reported that there were no suggested changes in the Policy Council Secretary policy.

Deborah moved to approve the Policy Council Secretary policy for first reading approval. Allie seconded Allie the motion. The motion carried.

Policy Council Treasurer: Taylor reported that there were no suggested changes in the Policy Council Treasurer policy.

Deborah moved to approve the Policy Council Treasurer policy for first reading approval. Allie seconded the motion. The motion carried.

Shared Governance: Taylor reported that there were no suggested changes in the Shared Governance policy.

Allie moved to approve the Shared Governance policy for first reading approval. Deborah seconded the motion. The motion carried.

Director's Report: Taylor Krieg, Early Head Start Education Coordinator, presented the Director's Report. Items included in the Director's Report were: Key Indicators, Program Summaries, Attendance Analysis, Staff Changes/Resignations, and CAP Head Start School Readiness Report for 2017-2018. Highlights included: Early Head Start was fully enrolled with 62 children. Carolyn anticipates that Head Start will be fully enrolled in September. Staff changes include: resignations were received from Alisa Matthews, Head Start Program Assistant and Kathy Zander, Head Start teaching assistant. The Program Assistant position will be approved at the next Policy Council meeting. We are looking for three teaching assistants at Head Start and a Dickinson Public Schools teacher. Taylor reviewed the Early Head Start and Head Start School Readiness Reports. The reports include the data, School Readiness Goals and Recommendations. She reported that Early Head Start scores were up in all areas except cognition and general knowledge. Recommendations for Early Head Start include: sharing the school readiness data with Early Head Start staff, Policy Council members and Governing Board members, providing opportunities for professional development for teaching staff and working closely with staff to make sure care is being individualized for each child given the age gaps in the classrooms. She also

reviewed the Head Start School Readiness Report data. They did not meet their program criteria in literacy knowledge and skills. Head Start recommendations include: sharing the end of the year data with education staff, identifying program strength domains and opportunities to improve, continuing program wide implementation of the Pyramid Approach to support children’s social and emotional competence, education staff will participate in Teachers Learning and Collaborating (TLC) groups, High Scope trainers will provide training to education staff targeting the domain area of Language, Literacy and Communication (alphabet knowledge and phonological awareness) and provide training on ways to embed individualized instruction during children’s work time. The Director’s report was filed.

Parent Committee: There were no Parent Committee Meeting minutes.

Reports from Community Members: There were no reports from Community members.

Reports from Policy Council Members: Allie and Deborah reported that they were able to auction off their baskets for their Autism Awareness fundraiser at the Best Friends Family Fun Day.

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

Next meeting: Taylor and Karen asked Policy members if they would be available on Tuesday, August 14, instead of Tuesday, August 28 for the August Policy Council meeting. Dana indicated that she will be out of town. Karen will email Policy Council members tomorrow to see if August 14 will work. She will let members know the August meeting date on Monday, July 23.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Paige Worley, Secretary

Date