



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: November 9, 2017

Time: 4:00 p.m.

**Members Present:** Samantha Davis, Nikki Baer, Deborah Fortner, Bridget Miller, Allie Dewitt (alt.),

**Members via Telephone:** Kristy Seidel, Dana Nagle, Stacey Kuntz, Paige Worley

**Absent:** Renae Ekstrand, Nadirah Agyepong, Alexis Foster, Shanon Hayden, Elizabeth Hayward (alt.), Cassie Bouchard (alt.)

**Nonvoting Present:**

**Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant), Erv Bren (CAP Executive Director)

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Jennifer Braun, Head Start/Early Head Start Director, at 4 p.m because the Chairperson was participating via conference call.

**Introductions:** Introductions were made.

**Meeting Protocol:** Jennifer Braun, Head Start/Early Head Start Director, reviewed meeting protocol - remember to turn off cell phones, stay on the agenda, and no side conversations.

**Minutes:** The minutes of the October 12, 2017, meeting, were reviewed. There were no changes. The minutes were approved and filed.

**Committee Reports:**

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

The September 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$362,390.15 with total expenditures of \$764,959.85. The September 2017 Community Action Head Start Finance Report was filed.

The September 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$383,976.20 with total expenditures of \$606,606.80. The September 2017 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Jennifer did not have a USDA report to share.

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

The Financial Reports were filed.

**CAP Governing Board:** The next Governing Board meeting will be held on November 28, 2017 at 10 am at Community Action. Erv Bren, Community Action Partnership Executive Director shared Governing Board highlights. Paige Worley has applied to serve as a Shared Governing Board member between Governing Board and Policy Council. She may be approved at the November meeting. The auditors will review the audit at the November meeting. The CAP Governing Board report was filed.

#### **Unfinished Business:**

**There were no policies for Second Reading.**

#### **New Business:**

**Approval of 2017-2018 Policy Council Parent Representative:** Jennifer, Head Start/Early Head Start Director, reported that Nikki Baer was elected to Jodi's Head Start classroom, Deborah Fortner to Natasha's Head Start classroom, Alexis Foster to Emily's Head Start classroom, Samantha Jo Davis to the Head Start Home Base, Shanon Hayden and Bridget Miller to the Early Head Start Center and Nadirah Agyepong to the EHS Home Base as parent representatives. Allie Dewitt, alternate, to Emily's Head Start classroom, Elizabeth Hayward, alternate, to Natasha's classroom and Cassie Bouchard, alternate, to Early Head Start Home Base. Karen Heidt, Administrative Assistant, validated the Policy Council ballots for the election of the Policy Council Parent representatives.

Samantha Jo moved to approve Nikki Baer ( Jodi's Head Start classroom), Deborah Fortner (Natasha's Head Start classroom), Alexis Foster (Emily's Head Start classroom), Samantha Jo Davis (Head Start Home Base), Shanon Hayden and Bridget Miller (Early Head Start Center) and Nadirah Agyepong (EHS Home Base) as 2017-2018 Policy council parent representatives and to approve Allie Dewitt, (Emily's Head Start classroom), Elizabeth Hayward, (Natasha's classroom), and Cassie Bouchard, (Early Head Start Home Base) as 2017-2018 Policy council parent representative alternates. Deborah seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Health Coordinator:** Jennifer, Head Start/Early Head Start Director, reported that the recommendation is to hire Sarah Haich as the Head Start/Early Head Start Health Coordinator. She gave a brief bio on Sarah. Deborah moved to approve the hire of Sarah Haich as a Head Start/Early Head Start Health Coordinator. Samantha Jo seconded the motion. The motion carried.

**Approval of Early Head Start Teaching Assistant:** Jennifer, Head Start/Early Head Start Director, reported that the recommendation is to hire Ashley Eckroth as an Early Head Start teaching assistant. She gave a brief bio on Ashley. Paige moved to approve the hire of Ashley Eckroth as an Early Head Start Teaching Assistant. Nikki seconded the motion. The motion carried.

#### **First Reading of Policies:**

**Convicted Offender Policy:** Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes to the policy. Samantha Jo moved to approve the Convicted Offender Policy for first reading approval. Deborah seconded the motion. The motion carried.

**Immunization Policy:** Jennifer, Head Start/Early Head Start Director, reported that there were no suggested changes to the policy.

Deborah moved to approve the Immunization Policy for first reading approval. Nikki seconded the motion. The motion carried.

### **Work Plans:**

**Health and Safety:** Jennifer, Head Start/Early Head Start Director, reported on the suggested changes in the Health and Safety Work Plan. Changes include: orientation language updates, updated language on ongoing monitoring, they added new language on ALICE (Alert, Lockdown, Inform, Counter, Evacuate) procedure, and updated training language to current practice.

Deborah moved to approve the Health and Safety Work Plan for first reading approval. Bridget seconded the motion. The motion carried.

**Human Resources:** Jennifer, Head Start/Early Head Start Director, reported on the suggested changes in the Human Resources Work Plan. Changes include: they added acronym language, added Therapy Solutions mental health letter of agreement on page 9, changed contracted Dietician language, and added staffing and active supervision language.

Paige moved to approve the Human Resources Work Plan for first reading approval. Kristy seconded the motion. The motion carried.

**Management:** Jennifer, Head Start/Early Head Start Director, reported on the suggested changes in the Management Work Plan. Changes include: deleted complete a Daily Info sheet on page 5, deleted Center Base Head Start teachers, teaching assistants meet monthly to discuss curriculum, assessment and planning agenda items at Networking meetings, and deleted Family Partnership staff meet monthly.

Deborah moved to approve the Management Work Plan for first reading approval. Samantha Jo seconded the motion. The motion carried.

**Program Governance:** Jennifer, Head Start/Early Head Start Director, reported on the suggested changes in the Program Governance Work Plan. Changes include: changes for seating Policy Council members.

Bridget moved to approve the Program Governance Work Plan for first reading approval. Nikki 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 Date/Time of Policy Council Meeting Survey. Highlights included: Head Start was fully enrolled in October with 128 kids. They are seeing a lot of diversity and several different languages. They have nine Spanish speaking children and three that speak an African language. Twenty-eight percent of the Head Start children are on an IEP. This does not include the Dickinson Public Schools classrooms. Early Head Start was fully enrolled in October. Twenty kids transitioned in and out of Early Head Start since the new program year started on August 1. Early Head Start has a lot of diversity also. They have three Spanish speaking children and 10 children that speak an African language as their primary language. Head Start and Early Head Start had a site visit in October by our regional program specialist, Peggy Manley, and our regional Training and Technical Assistance representative, Diane Lowery. Marilyn Carlino, regional fiscal specialist, also came and visited with fiscal staff. Both Head Start and Early Head Start started coaching using Practice Based Coaching. Head Start is also using TLC, Teachers Learning and Collaborating. The Early Head Start Center extended the Center hours to accommodate family needs. We are open from 7:45 am until 4:15 pm. Socializations

numbers are up in Dickinson. Dr. Sticka came for Dental Day. He checked 90 Head Start kids. Twenty-two need extensive work. He looked at 17 Early Head Start children. Several children received fluoride treatments. The Director’s report was filed.

**History of Head Start and Early Head Start information was reviewed.**

**Parent Committee:** There were no Parent Committee meeting minutes.

**Reports from Community Members:**

Dana reported that Herberger’s Community Days is scheduled November 10, 11 and 12. Head Start will receive a portion of the sales to use to purchase diapers for needy families. She has been selling coupon booklets.

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

**Next meeting:** The next Policy Council meeting date and time is scheduled on December 14, 2017, at 4 pm.

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

**Submitted by:**

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Paige Worley, Secretary

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Date