



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



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

Date: October 16, 2018

Time: 4:00 p.m.

Members Present: Deborah Fortner, Allie Dewitt, Dana Nagle, Bridget Miller, Paige Worley

Members via Telephone: LaKrisha Augare

Absent: Samantha Jo Davis, Nikki Baer, Shanon Hayden

Nonvoting Present: None

Staff Present: Jennifer Braun (HS/EHS Director), Karen Heidt, (Administrative Assistant), Connie Lindbo (Executive 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: 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 25, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Bridget Miller, Treasurer, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2018, through January 31, 2019.

The August 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$637,087.44 with total expenditures of \$501,355.56. The August 2018 Community Action Head Start Finance Report was filed.

The August 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$420,762.37 with total expenditures of \$579,491.63. The August 2018 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Bridget shared the September 2018 USDA report. The USDA report was filed.

CAP Credit Card Statement: Jennifer shared the CAP Credit Card Statement. Charges were for CDA renewals, books, materials and modules and recertification.

The Financial Reports were filed.

CAP Governing Board: Connie reported on the CAP Governing Board meeting. The meeting was held September 25. The next CAP Governing Board meeting is scheduled on November 27 at 10 a.m.

Unfinished Business:

Second Reading of Policies: There were no policies for second reading.

New Business

Approval of Head Start Teacher Assistant II: Jennifer reported that the recommendation is to hire Gwendolyn Vogeler and Nicole Okland (DPS classroom) as Head Start Teacher Assistant II. She gave a brief bio on Gwendolyn and Nicole.

Deborah moved to approve the hire of Gwendolyn Vogeler and Nicole Okland as Head Start Teacher Assistant II. Paige seconded the motion. The motion carried.

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

Allie moved to approve the hire of Terri Duttonhefer as a Head Start/Early Head Start Health Office Assistant. Bridget seconded the motion. The motion carried.

First Reading of Policies

Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policy: Jennifer reported that there were no suggested changes in the Field Trip, Holiday, Pet, Philosophy, and Photography and Toy Policies. Deborah moved to approve the Field Trip, Holiday, Pet, Philosophy, and Photography and Toy Policies for first reading approval. Allie seconded the motion. The motion carried.

Staff Background Check Policy: Jennifer reported that the suggested changes in the Staff Background Check policy include: they deleted "~~SFN 508 Child Abuse and Neglect Background Check form~~" and added "SFN 433 Child Abuse and Neglect Background Inquiry form." They deleted "~~annually in August, each Head Start/Early Head Start staff will complete a SFN 508 Child Abuse and Neglect Background Check to determine if there have been any child abuse and neglect required findings.~~" They added "staff will complete the SFN 433 Child Abuse and Neglect Background Inquiry form every five years." Discussion followed.

Allie moved to approve the Staff Background Check Policy for first reading approval. Paige 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 Changes/Resignations, and Focus Area 2 Improvement Plan Updates. Highlights include: Head Start was fully enrolled at 128 in September. Head Start children identified with disabilities are at 40% (not counting the three separate Dickinson Public Schools classrooms at Early Head Start). Early Head Start was under enrolled in September. Early Head Start children on an IFSP are at 35%. Staff Changes/Resignations include: resignations were received from Tracy

Lauf (Health Office Assistant) and Terri Clark (Head Start teaching assistant). The Focus Area 2 update included: The agency wrote a letter appealing the deficiency, submitted a Correction Action Plan for the area of non-compliance, developed a Self Reporting Procedure, and revised Standards of Conduct for Staff. Staff signed the revised Standards of Conduct and were trained in the Self Reporting Procedure at the October All Staff meeting.

Parent Committee: Parent Committee Meeting minutes from the Head Start Home Base, Emily’s HS room and Jessica’s HS room Parent Committee meeting were distributed in the meeting packet.

Reports from Community Members: Paige gave an update on the state’s Social Services pilot program. Region VIII and Cass County are pilot programs for the state. The state is looking at reorganizing the social services program in North Dakota to make it more efficient and cost effective. The goal is to engage families and get staff out to help them with resources, etc. faster.

Reports from Policy Council Members: Allie reported that Shine a Light on Autism finished their “You’ve been Haunted” fundraiser. They will be sponsoring Trunk or Treat in downtown Dickinson later this month.

Announcements: Policy Council members were reminded to fill out there in kind forms, travel and childcare reimbursement forms. Karen reported that we are having a Last Chance sale for families November 7-9 in the Head Start multipurpose room. Everything is free.

Next meeting: The next Policy Council meeting is scheduled on **Tuesday, November 27** at 4 p.m.

Adjournment: The meeting was adjourned at 5 p.m.

Submitted by:

Paige Worley, Secretary

Date