



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



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

Date: November 21, 2018

Time: 4:00 pm

Members Present: Deborah Fortner, Allie Dewitt, Shanon Hayden, Bonnie Wells

Members via Telephone: Nikki Baer, Paige Worley, Dana Nagle

Absent: Esmeralda Mejia, LaKrisha Augare, Carlie Hageman (alt.), Bridget Miller, Samantha Jo Davis, Kassy Raasch, Daymi Mandado

Nonvoting Present: None

Staff Present: Jennifer Braun (HS/EHS Director), Karen Heidt, Administrative Assistant, Erv Bren (CAP Executive Director)

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Jennifer Braun, HS/EHS Director, 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.

Introductions were made.

Minutes: The minutes of the October 16, 2018, meeting were reviewed. There were no corrections. 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, 2018, through January 31, 2019.

The September 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$514,589.15 with total expenditures of \$623,853.85. The September 2018 Community Action Head Start Finance Report was filed.

The September 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$335,678.46 with total expenditures of \$664,575.54. The September 2018 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: The USDA reimbursement report was not available.

CAP Credit Card Statement: Jennifer shared the CAP Credit Card Statement.

The Financial Reports were filed.

CAP Governing Board: Erv Bren, CAP Executive Director, reported on the CAP Governing Board meeting. The meeting was held November 27. Highlights included: officers were elected, they reviewed the annual audit report, Linda Steve has been approved as a new Governing Board member and the next meeting is scheduled January 22 in Dickinson.

Unfinished Business:

Second Reading of Policies:

Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policy: Jennifer reported that there are no suggested changes in the Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policy. Allie moved to approve the Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policies for second reading approval. Shanon 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 annually. every five years.” Discussion followed regarding the five year child abuse and neglect background check. The consensus was to continue to do the child abuse and background inquiry annually instead of every five years as was initially recommended based on the state’s new standards for childcare workers. Deborah moved to approve the Staff Background Check Policy for first reading approval, with the suggested revisions. Shanon seconded the motion. The motion carried.

New Business

Approval of Community Action Partnership Annual Audit: Erv Bren, Community Action Partnership Director, reviewed the Annual Audit. Highlights included: new things need to be disclosed in future audits. Internal controls were performed on Head Start, Early Head Start and Weatherization since their grant expenditures exceed more than \$750,000. The audit report is an unmodified report issued by the auditors (Brady Martz). There were no audit findings. He also reviewed the 990 corporate tax return, the retirement program audit, and 5500 tax return form. Deborah moved to approve the Community Action Partnership Annual Audit. Shanon seconded the motion. The motion carried.

Approval of 2018-2019 Policy Council Parent Representatives: Jennifer reported on the 2018-2019 Policy Council Parent Representatives. They included: Kassy Raasch (Jodi’s Head Start classroom), Deborah Fortner, (Natasha’s Head Start classroom), Daymi Mandado (Jessica’s Head Start classroom), Bonnie Wells (Head Start Home Base), LaKrisha Augare (Hettinger County Head Start classroom), Shanon Hayden (Early Head Start Home Base), Esmeralda Mejia (Early Head Start Home Base), Carlie Hageman (Early Head Start Home Base Alternate) and Bridget Miller (Early Head Start Center). Deborah Fortner and Karen Heidt validated the Policy Council ballots. Allie moved to approve Kassy Raasch (Jodi’s Head Start classroom), Deborah Fortner (Natasha’s Head Start classroom), Daymi Mandado (Jessica’s Head Start classroom), Bonnie Wells (Head Start Home Base), LaKrisha Augare (Hettinger County Head Start classroom), Shanon Hayden (Early Head Start Home Base), Esmeralda Mejia (Early Head Start Home Base), Carlie Hageman (Early Head Start Home

Base Alternate) and Bridget Miller (Early Head Start Center) to the 2018-2019 Policy Council Parent Representatives. Deborah seconded the motion. The motion carried.

Approval of Head Start Teaching Assistant II: Jennifer reported that the recommendation is to hire Ruth Steier and Nikki Crawford for Head Start Teaching Assistants II. She gave bios on Ruth and Nikki. Allie moved to approve the hire of Ruth Steier and Nikki Crawford as a Head Start Teaching Assistants II. Deborah seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute: Jennifer reported that the recommendation is to hire LaDonna Schwab as a Head Start/Early Head Start Teaching Assistant Substitute. She gave a brief bio on LaDonna.

Bonnie moved to approve the hire of LaDonna Schwab as a Head Start/Early Head Start Teaching substitute. Shanon seconded the motion. The motion carried.

Approval of Head Start Teaching Assistant II – DPS: Jennifer reported that the recommendation is to hire Alicia Urlacher as a Head Start Teaching Assistant II - DPS. She gave a brief bio on Alicia. Shanon moved to approve the hire of Alicia Crawford as a Head Start Teaching Assistant II – DPS. Deborah seconded the motion. The motion carried.

First Reading of Policies

Convicted Offender Policy: Jennifer reported that there are no suggested changes in the Convicted Offender Policy.

Allie moved to approve the Convicted Offender policy for first reading approval. Bonnie seconded the motion. The motion carried.

Immunization Policy: Jennifer reported that there are no suggested changes in the Immunization Policy.

Deborah moved to approve the Immunization Policy for first reading approval. Shanon 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, ACF-IM-18-01, Head Start School Readiness Report: Period 1, Toys for Tots Book Drive, Update on Quality Improvement Plan and Corrective Action Plan and Date/Time of Policy Council Meetings Survey. Highlights include: Forty-three percent of the Head Start children are riding our buses (this percentage does not include DPS classrooms). We added a fourth noon bus route which has helped. Dental day was held in October. Thirty-eight percent of the Head Start children are on an IEP. Thirty-four percent of the Early Head Start children are on an IFSP. Both programs were fully enrolled in October. We partnered with West Dakota Parenting Center to hold Circle of Security family trainings. Head Start had bicycle helmet fittings by Dickinson PD. Resignations were received from Debra Seeley (Natasha's Head Start classroom), Audra Baker (Leighton's DPS classroom) and Gabriella Stewart (Heather's DPS classroom). Audra and Gabriella will remain as subs. We received a memorandum asking us to enhance fatherhood involvement. We received about 10 cases of books from Dickinson's The UPS Store through their Toys for Tots program. Every child in both programs went home with a book and we have more for RIF distribution, etc. Jennifer wrote a letter appealing the Quality Improvement Plan. She received a phone call informing us that we need to do the Quality Improvement Plan before December 21. She shared our Corrective Action Plan at the last meeting. A meeting time/day survey was distributed to Policy Council members for input.

Parent Committee: Parent Committee Meeting minutes from the November 15 Early Head Start Center and Home Base Parent Committee meeting were distributed in the meeting packet.

Reports from Community Members: Paige reported that they are very busy.

Reports from Policy Council Members: There were no reports from other Policy Council members.

Announcements: Policy Council members were reminded to fill out there in kind forms, travel and childcare reimbursement forms. A copy of the Head Start/Early Head Start 2017-2018 Annual Report was distributed.

Next meeting: The next Policy Council meeting is scheduled on **Tuesday, December 11** at 4 pm.

Adjournment: The meeting was adjourned at 5:15 pm.

Submitted by:

Paige Worley, Secretary

Date