



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



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

Date: December 11, 2018

Time: 4:00 p.m.

Members Present: Deborah Fortner, Dana Nagle, Shanon Hayden, Kassy Raasch, Bonnie Wells, Nicole Smith, LaKrisha Augare

Members via Telephone: None

Absent: Paige Worley, Esmaralda Mejia, Carlie Hageman (alt.), Stacy Kilwein, Bridget Miller, Daymi Mandado

Nonvoting Present: None

Staff Present: Jennifer Braun (HS/EHS 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: 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 November 27, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: There was no financial report.

USDA Reimbursement: There was no USDA report.

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

CAP Governing Board: Jennifer reported on the CAP Governing Board meeting which was held on November 27. Highlights included: they approved the annual audit, Community Service Block grant, and revised HOME grant for 2018. Linda Steve was approved as a new Board member. They reviewed the bylaws and Jennifer gave an update on Head Start/Early Head Start. The next meeting

is scheduled on January 22 at 10 am at Community Action. Policy Council members are welcome to attend.

Unfinished Business:

Second Reading of Policies:

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

Shanon moved to approve the Convicted Offender policy for second reading approval. Debra 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 second reading approval. Bonnie seconded the motion. The motion carried.

New Business

Approval of 2018-2019 Policy Council Community Representatives: Jennifer reported that Stacy Kilwein, Nicole Smith and Paige Worley were elected as Community Representatives. Karen Heidt and Dana Nagle validated the Policy Council ballots.

Shanon moved to approve Stacy Kilwein, Nicole Smith and Paige Worley for 2018-2019 Community Representatives. Bonnie seconded the motion. The motion carried.

Approval of Policy Council Officer Elections: Jennifer distributed copies of the Policy Council chair, vice chair, secretary and treasurer job descriptions. The job descriptions were emailed to Policy Council members to review. The following Policy Council members indicated that they would be willing to serve as officers: Deborah Fortner, Chairperson; Shanon Hayden, Vice Chair; Paige Worley, Secretary; and Bridget Miller, Treasurer.

Bonnie moved to nominate Deborah Fortner as the Policy Council Chair, Shanon Hayden as the Vice Chair, Paige Worley as the Secretary, and Bridget Miller as the Treasurer for 2018-2019. Kassy seconded the motion. There were no other nominations. Kassy moved to cease nominations. Bonnie seconded the motion. The motion carried.

Policy Council members voted by secret ballot. Dana Nagle validated the ballots.

Bonnie moved to approve the election results with Deborah Fortner as the Policy Council Chair; Shanon Hayden as the Vice Chair, Paige Worley as the Secretary; and Bridget Miller as the Treasurer. LaKrisha seconded the motion. The motion carried.

First Reading of Policies

Enrollment and Recruitment Policy: Jennifer reported on the suggested changes. Suggested changes include: added Labor and Delivery unit and deleted ~~Babykind Unit~~, added Connect to Medical and deleted ~~Badlands Choice~~ for recruitment. Deleted ~~“In the event there are Head Start eligible children enrolled as non Head Start due to lack of open Head Start slots, those children will be accepted first upon a meeting with the HS/EHS director, HS Education Coordinator, and HS/EHS Family Partnership will be held to discuss the Head Start opening prior to considering enrollment from the wait list.”~~ and added “If an opening occurs during the program year, a meeting with the Director, Education and Family Partnership Coordinators will be held.” Updated points for the Head Start and Early Head Start wait lists. Added 10 points for “receives Parent Aide or Intensive In-Home Services and added 5 points for “receives social services (Medicaid, SNAP, WIC, etc,” and deleted ~~Income Eligible and has under #10.~~

Discussion followed.

Shanon moved to approve the Enrollment and Recruitment policy for first reading approval. Deborah seconded the motion. The motion carried.

EHS Center Based Points: Jennifer reported that there are no suggested changes on the EHS Center Based Points. They were approved in June.

Bonnie moved to approve the EHS Center Based Points for first reading approval. Kassy 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: Program Summaries, Staff Changes/Resignations, Regional Office Site Visit 12.20.18, ACF-PI-HS-18-06, EHS School Readiness Period 1 Report, and an Update on DPS Contract, and Date/Time of Policy Council Meetings Survey. The Key Indicators were not available. Highlights include: Resignations were received from Debra Seeley (HS teaching assistant), Audra Baker (DPS teaching assistant, she will continue as a teaching assistant substitute), and Gabriella Stewart (DPS teaching assistant, she will continue as a teaching assistant substitute). New hires include: Nikki Crawford (HS teaching assistant in Natasha's classroom), and Alicia Urlacher (DPS teaching assistant in Leighton's room). There was no attendance analysis for November. Peggy Manley, Head Start Regional Site Manager will visit the Center on December 20. We can write for a COLA grant for a cost of living adjustment. We may need a special meeting, conference call or email vote to approve the COLA grant application. She reviewed the Early Head Start School Readiness Report which was prepared by Taylor Krieg, EHS education coordinator. Four Dickinson Head Start teachers will be employed under Community Action instead of the Dickinson Public Schools starting the next school year. Special education staff and Julie Jahner will remain under the school district. Staff will be informed at the December 14 All Staff meeting. A Policy Council meeting day/time survey was distributed for input.

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: There were no reports from Policy Council members.

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

Next meeting: The next Policy Council meeting will be determined. Jennifer will review the results from the Date/Time of Policy Council Meetings survey and get back to Policy Council members.

Adjournment: The meeting was adjourned at 4:45 pm.

Submitted by:

Paige Worley, Secretary

Date