



Community Action Partnership
Head Start/Early Head Start Policy Council

Minutes

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

Date: April 17, 2019

Time: 3:30 p.m.



Members Present: Deborah Fortner, Stacy Kilwein, Bonnie Wells, Bridget Miller, Paige Worley, Esmeralda Mejia

Members via Telephone: None

Absent: Daymi Mandado, Kassy Raasch, Shanon Hayden, Nicole Smith, LaKrisha Augare

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 Deborah Fortner, Policy Council Chair, at 3:30 p.m.

Policy Council Meeting Standards: Deborah 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 March 20, 2019, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

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

Head Start End of the Year - The total remaining in the grant was -24,521.07 with total expenditures of \$1,192,095.07. They are still waiting on reimbursement from the Dickinson Public Schools.

Head Start February 2019 – The total remaining in the grant was \$1,111,410.79 with total expenditures of \$56,163.21. This is the new grant year which started February 1, 2019.

Early Head Start End of the Year - The total remaining in the grant is \$19,698.15 with total expenditures of \$1,005,952.85.

Early Head Start February 2019 – The total remaining in the grant is \$976,057.19 with total expenditures of \$48,943.81. This is the new grant year which started February 1, 2019.

USDA Reimbursement: Bridget reviewed the March 2019 USDA Reports.

CAP Credit Card Statement: Bridget reviewed the CAP Credit Card Statement.

The Financial Reports, and USDA Reimbursement Reports were filed.

CAP Governing Board: Paige reported on the March 26, 2019, CAP Governing Board meeting. Highlights included: they closed out the Family Planning program and scaled back the weatherization program because of funding. The next Governing Board meeting is May 28, 2019 at Early Head Start or at Head Start.

Unfinished Business:

Second Reading of Policies:

Eligibility and Intake Policy, Program Planning and Timeline Policy and Staff Income Determination and Verification Acknowledgement Form: Deborah reported that there are no suggested changes.

Bonnie moved to approve the Eligibility and Intake policy, Program Planning and Timeline policy and Staff Income Determination and Verification Acknowledgement form for second reading approval. Paige seconded the motion. The motion carried.

New Business

Approval of Head Start Teaching Assistant Substitute: Jennifer reported that the recommendation is to hire Falcia Wzykoski as a Head Start teaching assistant substitute in Hettinger County. She gave a brief bio on Falcia.

Bonnie moved to approve the hire of Falcia Wzykoski as a Head Start teaching assistant substitute for Hettinger County. Esmeralda seconded the motion. The motion carried.

Approval of Head Start Teaching Assistants: Jennifer reported that the recommendation is to hire Bobbie Briscoe and Danyelle Hall. She gave brief bios on them.

Bonnie moved to approve the hire of Bobbie Briscoe and Danyelle Hall as Head Start teaching assistants. Paige seconded the motion. The motion carried.

First Reading of Policies:

Confidentiality Policy and Agreement, Homeless Policy and Transportation Policy: Jennifer reported that there are no suggested changes.

Esmeralda moved to approve the Confidentiality policy and agreement, Homeless policy and Transportation policy for first reading approval. Paige seconded the motion. The motion carried.

Parents Standards of Conduct: Deborah reported there is a suggested change. Jennifer reported that the suggested changes include: adding Policy and/or Agreement and deleting "statement."

Esmeralda moved to approve the Parents Standards of Conduct policy for first reading approval. Bonnie 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: March Key Indicators, Program Summaries, Attendance Analysis, Staff Changes/Resignations, and Home at Head Start Initiative with Dr. Bergeron. Highlights include: Head Start was fully enrolled in March. 51% of the Head Start children ride the bus (not counting the Dickinson Public Schools classrooms). We have old buses (2002, 2003 & 2006). One of the buses needs a new engine which is \$21,000. Jennifer is writing a supplemental grant to purchase two new buses. Early Head Start was fully enrolled in March. 49%

of the Early Head Start children are on an IFSP. We are having a booth at the Health and Safety Fair on April 25.

We are still looking for an Early Head Start Education Coordinator and Early Head Start infant/toddler teacher. They are advertising for Head Start teachers for next year. A resignation was received from Gwen Voegler, Head Start teaching assistant. A letter was sent out to Head Start programs from Dr. Deborah Bergeron, Director, Office of Head Start regarding Policy Council discussion regarding enrolling children and families experiencing homelessness. A discussion followed. Stacey Kilwein is the Dickinson Public Schools homeless liaison. She reported that they have identified 95 families in Dickinson. She refers to them as “families in transition” not homeless. Stacey said that she always refers them to Head Start/Early Head Start. We provide them with resources in our community. Children that are “homeless” are automatically eligible and are accepted into our program when we have an opening.

Parent Committee Meeting Minutes – The minutes from the Head Start March 28, 2019, parent committee meeting were included in the meeting packet. They visited the library. Their end of the year carnival is May 9 at Heart River school.

Education Committee Meeting Minutes – The minutes from the April 2 Education committee meeting were included in the meeting packet.

Reports from Community Members:

Paige reported that the Child Abuse Prevention Walk is scheduled on May 18. It is a public safety event. They will have food, face painting, fire trucks, police cars, Raise the Woof pets, a DJ and more. This event is sponsored by the Child Protection Unit. They will have a booth at the Health and Safety Fair also. The West Dakota Conference on Social Welfare is scheduled June 13 & 14 in Medora. Anyone is welcome to attend. Early Head Start staff will be attending since the Center is closed. They will have a speaker on autism, sexting, ethics, motivational interviewing, and breakout sessions on Zones of Regulation, good food and more. The registration cost is \$125 for two days. Stacy reported that she is working with NDSU Extension Center on a babysitting class in Dickinson and Hettinger. Classes are scheduled June 1 at 9:30 am in Hettinger and June 6 at 9:30 am in Dickinson. Call the Extension Office to register. They have seven families signed up for the Boundaries Jr. class. They will be participating in the Kids Health and Safety Fair and Badlands Baby Fair on May 4.

Reports from Policy Council Members:

Deborah reported that the Autism Awareness Event is scheduled April 27 from 10 am – 4 pm at the Dickinson Ice Center. They will have food, raffle games, a bouncy castle and more. Esmaralda asked if we sent home the flyer on the “MOMO CHALLENGE.” Jennifer reported that she is reviewing it and it will be sent home.

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 is scheduled on Wednesday, May 15, 2019, at 3:30 pm.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Paige Worley, Secretary

Date