



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: August 14, 2018

Time: 4:00 p.m.

**Members Present:** Deborah Fortner, Allie Dewitt, Shanon Hayden, Samantha Jo Davis, Dana Nagle

**Members via Telephone:** Note: Nikki Baer tried to call in but was unable to connect to the conference call.

**Absent:** Paige Worley, Bridget Miller, LaKrisha Augare

**Nonvoting Present:** None

**Staff Present:** Taylor Krieg (EHS Education Coordinator), 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 4:10 p.m.

**Policy Council Meeting Standards:** Taylor 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 July 17, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Taylor Krieg/EHS Education Coordinator, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2018, through January 31, 2019.

The June 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$478,866.54 with total expenditures of \$659,576.46. The June 2018 Community Action Head Start Finance Report was filed.

The June 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$455,842.60 with total expenditures of \$544,411.40. The June 2018 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Taylor shared the July 2018 USDA report. The USDA report was filed.

**CAP Credit Card Statement:** Taylor shared the CAP Credit Card Statement.

The Financial Reports were filed.

**CAP Governing Board:** Taylor reported on the CAP Governing Board annual meeting. Highlights included: They reviewed budget reports and financial reports. Grant approvals were reviewed. The COLA grant was approved. The next CAP Governing Board meeting is scheduled on September 25 at 10 am.

**Unfinished Business:**

**Second Reading of Policies:**

**Policy Council Chairperson:** Taylor reported that there were no suggested changes in the Policy Council Chairperson policy.

Shanon moved to approve the Policy Council Chairperson policy for second reading approval. Samantha Jo seconded the motion. The motion carried.

**Policy Council Code of Conduct:** Taylor reported that there were no suggested changes in the Policy Council Code of Conduct policy.

Deborah moved to approve the Policy Council Code of Conduct policy for second reading approval. Allie seconded the motion. The motion carried.

**Policy Council Elections:** Taylor reported that there were no suggested changes in the Policy Council Elections policy.

Samantha Jo moved to approve the Policy Council Elections policy for second reading approval. Shanon seconded the motion. The motion carried.

**Policy Council Finance Committee:** Taylor reported that there were no suggested changes in the Policy Council Finance Committee policy.

Allie moved to approve the Policy Council Finance Committee policy for second reading approval. Samantha Jo seconded the motion. The motion carried.

**Policy Council Job Description:** Taylor reported that there were no suggested changes in the Policy Council Job Description policy.

Shanon moved to approve the Policy Council Job Description policy for second reading approval. Allie seconded the motion. The motion carried.

**Policy Council North Dakota Head Start Association Representative:** Taylor reported that there were no suggested changes in the Policy Council North Dakota Head Start Association Representative policy.

Deborah moved to approve the Policy Council North Dakota Head Start Association Representative policy for second reading approval. Allie seconded the motion. The motion carried.

Dana indicated at the last meeting that she is interested in attending the next North Dakota Head Start Association meeting. She has been given the meeting date.

**Policy Council Policies and Procedures:** Taylor reported that there were minor suggested changes in the Policy Council Policies and Procedures. Suggested changes include: adding Early Head Start/Head Start to different parts of the policy.

Samantha Jo moved to approve the Policy Council Policies and Procedures for second reading approval. Shanon seconded the motion. The motion carried.

**Policy Council Secretary:** Taylor reported that there were no suggested changes in the Policy Council Secretary policy.

Shanon moved to approve the Policy Council Secretary policy for second reading approval. Deborah seconded the motion. The motion carried.

**Policy Council Treasurer:** Taylor reported that there were no suggested changes in the Policy Council Treasurer policy.

Deborah moved to approve the Policy Council Treasurer policy for second reading approval. Allie seconded the motion. The motion carried.

**Shared Governance:** Taylor reported that there were no suggested changes in the Shared Governance policy.

Samantha Jo moved to approve the Shared Governance policy for second reading approval. Shanon seconded the motion. The motion carried.

### **New Business**

**Approval of Head Start Teaching Assistants -** Taylor reported that the recommendation is to hire Teri Clark and Debra Seeley for Head Start teaching assistants. She gave a brief bio on Teri and Debra.

Samantha Jo moved to approve the hires of Teri Clark and Debra Seeley as Head Start teaching assistants. Allie seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistants (DPS) -** Taylor reported that the recommendation is to hire Phoebe Chays (full-time position) and Hillary Weinrich (half day) as Head Start teaching assistants. She gave a brief bio on Phoebe and Hillary. Dickinson Public Schools added an additional classroom this year.

Allie moved to approve the hires of Phoebe Chays as a full-time Head Start (DPS) teaching assistant and Hillary Weinrich as a half-day Head Start (DPS) teaching assistant. Shanon seconded the motion. The motion carried.

Discussion followed regarding the Program Assistant position. We will add approval of the Program Assistant to the September agenda.

### **First Reading of Policies**

**Coaching Policy:** Taylor reported on the suggested changes in the Coaching policy. Suggested changes include: Adding EHS will provide coaching using the Teachers Learning and Collaborating (TLC) process. Teachers and assistants will meet in-person in participant work groups led by the EHS Coordinator, supported by independent classroom video recordings and guided by group discussion on practices. Groups will meet two Fridays out of the month for 90 minute sessions. Delete coaching through PBC, delete focus observations, delete data collected during the observation will be used in the coach's reflection and feedback with the coaches. They added the Home Visitors group will meet two Mondays out of the month. She reported that Head Start uses the Teachers Learning and Collaborating (TLC) process.

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

**Ongoing Monitoring Policy:** Taylor reported on the suggested changes in the Ongoing Monitoring Policy. Suggested changes include: They added developmental screenings at 12 months, 30 months and 36 months. They added the HS Education Coordinator conducts quarterly CLASS observations with

feedback following to support the observation. Delete Home Visit Report Plans (HVRP) are reviewed by the Education Coordinators weekly. They added EHS, home visitors to Education 8. They deleted Education 9 (needs assessment). Discussion followed. Taylor stated that we should not delete “Home Visit Report Plans (HVRP) are reviewed by the Education Coordinators weekly” because she does review them weekly. We will make the change for the second reading.

Shanon moved to approve the Ongoing Monitoring policy for first reading approval. Allie seconded the motion. The motion carried.

**Staff Background Checks Policy:** Taylor reported that there were no suggested changes in the Staff Background Checks Policy.

Deborah moved to approve the Staff Background Checks policy for first reading approval. Allie seconded the motion. The motion carried.

**Director’s Report:** Taylor Krieg, Early Head Start Education Coordinator, presented the Director’s Report. Items included in the Director’s Report were: Key Indicators, Program Summaries, Attendance Analysis, and Staff Changes/Resignations. Highlights included: Head Start should be fully enrolled in September. Early Head Start was fully enrolled in July. Attendance was down at Early Head Start in July because of illnesses and vacations. Head Start is hosting a Curriculum Training presented by High Scope on September 28 in Dickinson. Early Head Start classrooms have new names – the Safari room, the Dino room and the Caterpillar room. Resignations were received from: Chalimar Ruiz (Head Start teaching assistant) and Dessa Russell (Dickinson Public Schools teaching assistant) and Jill Kordonowy (home visitor). Hires include: Teri Clark and Debra Seeley (Head Start teaching assistants) and Phoebe Chays (full-day) and Hillary Weinrich (half-day) (Dickinson Public Schools teaching assistants). Heather Spaulding, has been hired as a teacher/special education for the Dickinson Public Schools AM classroom. They are still looking for someone to teach the afternoon class. Renae Ekstrand has submitted her resignation as a Community Member on Policy Council since she has moved out-of-state.

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

**Reports from Community Members:** There were no reports.

**Reports from Policy Council Members:** Allie reported that API is sponsoring their annual Fish Fry on Friday night.

**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 **Tuesday, September 25** at 4 pm.

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

**Submitted by:**

---

Paige Worley, Secretary

---

Date