



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



Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601
Date: September 25, 2018
Time: 4:00 p.m.

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

Members via Telephone: LaKrisha Augare, Shanon Hayden

Absent: Samantha Jo Davis, Nikki Baer, Paige Worley

Nonvoting Present: None

Staff Present: Jennifer Braun (HS/EHS Director), Erv Bren (CAP Executive 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.

Minutes: The minutes of the August 14, 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 July 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$671,426.76 with total expenditures of \$467,016.24. The July 2018 Community Action Head Start Finance Report was filed.

The July 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$503,679.12 with total expenditures of \$496,574.88. The July 2018 Community Action Early Head Start Finance Report was filed.

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

CAP Credit Card Statement: There was no CAP Credit Card Statement this month.

The Financial Reports were filed.

CAP Governing Board: Erv reported on the CAP Governing Board meeting. The meeting was held September 25. Highlights included: They did his annual evaluation, and approved Head Start/Early Head Start policies. Four Governing Board member's terms expire in November. They will have their Election of Officers in November. The next CAP Governing Board meeting is scheduled on November 26 at 10 a.m.

Unfinished Business:

Second Reading of Policies:

Coaching Policy: Jennifer 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.

Allie moved to approve the Coaching policy for second reading approval. Bridget seconded the motion. The motion carried.

Ongoing Monitoring Policy: Jennifer 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. They added EHS, home visitors to Education 8. They deleted Education 9 (needs assessment).

Deborah moved to approve the Ongoing Monitoring policy for second reading approval. Bridget seconded the motion. The motion carried.

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

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

New Business

Approval of Head Start/Early Head Start Program Assistant: Jennifer reported that the recommendation is to hire Rose Lenerville as a Head Start/Early Head Start Program Assistant. She gave a brief bio on Rose.

Allie moved to approve the hire of Rose Lenerville as a Head Start/Early Head Start Program Assistant. Shanon seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Continuation Grant 2019-2020: Jennifer reported on the continuation grant. The budget summary was sent out. The Head Start budget is for \$1,149,552 for program and operating costs and \$18,022 for training and technical assistance. The Early Head Start

budget is for \$1,002,205 for program and operating costs and \$23,446 for training and technical assistance.

Deborah moved to approve the 2019-2020 Head Start/Early Head Start Continuation grant. Bridget seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Training Plan 2018-2019: Jennifer reported on the Training Plan which was emailed to Policy Council members.

LaKrisha moved to approve the 2018-2019 Head Start/Early Head Start Training Plan. Shanon seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Self Assessment Action Plan 2018-2019: Jennifer reported on the Self Assessment Action Plan.

Shanon moved to approve the 2018-2019 Head Start/Early Head Start Self Assessment Action Plan. Deborah seconded the motion. The motion carried.

First Reading of Policies

There were no policies for first reading.

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, Continuation Year 5 Funding Guidance Letter, Review of Updated Community Assessment for Year 5, Focus Area 2 Results & Next Steps, EHS School Readiness Period 4 Report, 2017-2018 Program Information Reports (PIR) and Program Instruction 18-05. Highlights include: Early Head Start was fully enrolled in August. Ten children left the program in August (eight aged out and entered Head Start). Head Start has a good wait list. The All Staff Orientation was held on August 21 at Lady J's. Head Start is fully enrolled. Resignations/Staff Changes include: Hillary Weinrich resigned as a Head Start teaching assistant and is now a Head Start/Early Head Start teaching assistant substitute. We have a half day opening for a teaching assistant in the DPS AM classroom. Jolene Wilhelmi was a teaching assistant substitute. She has been hired as a part-time Dickinson Public special education paraprofessional in the classrooms (Tuesday-Thursday). Julie is doing teacher evaluations for DPS teachers. Jennifer received the Continuation Year 5 Funding Guidance Letter. The application is due November 1, 2018. Jennifer will email the Updated Community Assessment for Year 5 to Policy Council members. She reviewed the Focus Area 2 results and the next steps. Our program received two notices from the review; one area of noncompliance and the other a deficiency. We have 30 days to correct it. We are appealing the deficiency and are waiting on the response. We will complete a Quality Improvement Plan, if needed. The EHS School Readiness Report Period 4 and recommendations were reviewed. The 2017-2018 Program Information Reports (PIR) were reviewed. PI-HS-18-05 was distributed and discussed; we are not applying for funds to increase program hours in Head Start and Early Head Start.

Parent Committee: Parent Committee Meeting minutes from the Early Head Start Parent Committee meeting and Jodi's and Natasha's Head Start Parent Committee meeting were distributed in the meeting packet.

Reports from Community Members: There were no reports.

Reports from Policy Council Members: Allie and Deborah reported that the Shine a Light on Autism nonprofit is currently sponsoring a fundraiser "You've Been Haunted." You can go on their Shine a Light on Autism Facebook page and sign up to have someone's yard haunted with ghosts on

their yard. The fee is \$10 to send the ghosts, \$15 to remove the ghosts or \$20 to remove the ghosts and send them to another location. The ghosts stay in the yard for two to four days. They are also planning to have a booth at the Trunk or Treat in downtown Dickinson in October.

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, October 16** at 4 pm.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Paige Worley, Secretary

Date