



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: January 16, 2018

Time: 4:00 p.m.

**Members Present:** Bridget Miller, Allie Dewitt (alt.), Nikki Baer, Shanon Hayden, Nadirah Agyepong, Deborah Fortner, Renae Ekstrand, Alexis Foster

**Members via Telephone:** Dana Nagle, Samantha Jo Davis

**Absent:** Paige Worley, Elizabeth Hayward (alt.)

**Nonvoting Present:**

**Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant)

**Guest Present:** None

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Jennifer Braun, Head Start/Early Head Start, Director, since Dana Nagle, Policy Council chair, was participating via conference call, 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 December 14, 2017, 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, 2017, through January 31, 2018.

The November 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$163,298.82 with total expenditures of \$964,051.18. Jennifer, HS/EHS Director, noted that we have not received reimbursement from the Dickinson Public Schools yet for Head Start. The November 2017 Community Action Head Start Finance Report was filed.

The November 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$223,445.67 with total expenditures of \$767,137.33. The October 2017 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Bridget shared the December 2017 USDA report. The USDA report was filed.

**CAP Credit Card Statement:** There was no credit card statement this month.

The Financial Reports were filed.

**CAP Governing Board:** Jennifer reported that the next CAP Governing Board meeting is next Tuesday, January 23 at 10 am at Community Action.

### **Unfinished Business:**

**Second Reading of Policies:** There were no policies for second reading.

### **New Business**

**Approval of Head Start (DPS) Teaching Assistant:** Jennifer reported that the recommendation is to hire Marashlyann Cruz as a Head Start (DPS) Teaching Assistant. Mara was previously approved as a teaching assistant substitute. She will be working full-time in Ms. Kay's classroom. Deborah moved to approve the hire of Marashylann Cruz as a Head Start (DPS) Teaching Assistant. Nikki seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistant Substitute/Bus Driver Substitute:** Jennifer reported that the recommendation is to hire Laura Sickler as a Head Start Teaching Assistant Substitute/Bus Driver Substitute. She gave a brief bio on Laura. Shannon moved to approve the hire of Laura Sickler as a Head Start Teaching Assistant Substitute/Bus Driver Substitute. Renae seconded the motion. The motion carried.

### **First Reading of Policies**

**Field Trip Policy** – Jennifer reported that there were no suggested changes in the Field Trip policy. Deborah moved to approve the Field Trip Policy for first reading approval. Shanon seconded the motion. The motion carried.

**Holiday Policy** - Jennifer reported that there were no suggested changes in the Holiday policy. Nikki moved to approve the Holiday Policy for first reading approval. Nadirah seconded the motion. The motion carried.

**Pet Policy** - Jennifer reported that there were no suggested changes in the Pet Policy. Nadirah moved to approve the Pet Policy for first reading approval. Deborah seconded the motion. The motion carried.

**Philosophy Policy** – Jennifer reviewed the Philosophy policy. She reported that there were no suggested changes in the Philosophy policy. Nadirah moved to approve the Philosophy Policy for first reading approval. Shannon seconded the motion. The motion carried.

**Photography Policy** - Jennifer reported that there were no suggested changes in the Photography policy. Nikki moved to approve the Field Trip Policy for first reading approval. Nadirah seconded the motion. The motion carried.

**Toy Policy** - Jennifer reported that there were no suggested changes in the Toy policy. Nikki moved to approve the Toy Policy for first reading approval. Nadirah 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, Head Start School Readiness Report, Early Head Start School Readiness Report and Self Assessment Action Plan Updates 2017-2018. Highlights included: Head Start has had a turnover of five children this year. This shows a trend of less out migration. Head Start has 32 income eligible children on their waitlist which is encouraging. They are still working with Sanford on the language they require for Release of Health Information. Head Start's children identified with a preschool disability is at 36% (not counting the non Head Start children). Early Head Start has identified 12 children with disabilities this enrollment year. Fifty-six percent of the Early Head Start children in 2017-2018 are on an IFSP. The Head Start School Readiness Report and recommendations were reviewed. Also, the Early Head Start School Readiness Report was reviewed. There were no recommendations. The Self Assessment Action Plan goals and progress were reviewed. The Director's report was filed.

**Director's Monthly Information:** Jennifer reviewed information on ERSEA. ERSEA stands for Eligibility, Recruitment, Selection, Enrollment and Attendance. She reported that new Poverty guidelines should be released soon. Policy Council members will be reviewing the Enrollment points in the near future

**Parent Committee:** There were no Parent committee meeting minutes this month.

**Reports from Community Members:**

Rena reported that she will let Head Start know the date for Kids Day on the Farm.

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

**Next meeting:** The next Policy Council meeting is scheduled on Tuesday, February 20 at 4 pm.

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

**Submitted by:**

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Paige Worley, Secretary

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Date

