



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



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

Date: January 26, 2017

Time: 4:30 p.m.

Members Present: Stacey Kuntz, Renae Ekstrand, Paige Worley, Brooke Roquet, Samantha Jo Davis

Members Via Telephone: Marquetta Threlkeld

Absent: Tara Nielsen, Risper Chuma, Rudie Swanson, Krysten Byrd, Dana Nagle, Kristy Seidel

Nonvoting Present: Robin Rivinius (Governing Board Rep) via telephone conference call

Staff Present: Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant), Erv Bren (CAP Executive Director)

Guest Present: Kennedy Roquet

Quorum Met: Yes

Call to Order: The meeting was called to order by Stacey Kuntz, Policy Council Chair, at 4:30 p.m.

Introductions were made.

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 December 13, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, HS/EHS Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2016, through January 31, 2017.

The November 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$149,640.25 with total expenditures of \$958,094.75. Dickinson Public Schools will be reimbursing us for some of the expenses. The November 2016 Community Action Head Start Finance Report was filed.

The November 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$213,498.45 with total expenditures of \$759,983.55. The November 2016 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Jennifer shared the December 2016 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: Erv Bren (CAP Director) reported on the CAP Governing Board meeting which was held January 24. Highlights included: they approved the financial reports, the Family Planning grant for southwest North Dakota was approved, they approved Dean Franchuk as a new Board member (Stark County commissioner), they approved policies and procedures (Board recruitment procedure, job descriptions, the Community Action Partnership Director's job description), they approved the Head Start and Early Head Start reports and policies, Jennifer did a training on ERSEA, and they authorized the solicitation of bids for the annual audit and insurance renewal. He will send Jennifer Community Action brochures and the Annual Report for Policy Council members.

Unfinished Business:

Second Reading of Policies

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

New Business

Approval of Head Start Home Base Parent Policy Council Representative: Jennifer reported that Samantha Jo Davis was elected the Head Start Home Base Policy Council Parent Representative. Stacey validated the ballots.

Paige moved to approve Samantha Jo Davis (Head Start Home Base) Policy Council Parent Representative for 2016-2017. Brooke seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitutes: Jennifer reported that the recommendation is to hire Leslie Donner and Corina McClure as Head Start/Early Head Start Teaching Assistant Substitutes. She gave a brief bio on Leslie.

Brooke moved to approve the hires of Leslie Donner and Corina McClure as Head Start/Early Head Start Teaching Assistant Substitutes. Samantha seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Home Visitor: Jennifer reported that the recommendation is to hire Jill Kordonowy as a Head Start/Early Head Start Home Visitor. She gave a brief bio on Jill. Samantha Jo moved to approve the hire of Jill Kordonowy as a Head Start/Early Head Start Home Visitor. Brooke seconded the motion. The motion carried.

First Reading of Policies: There were no policies for first reading.

Work Plans: Jennifer reviewed the Transportation and Community Partnership Work Plans and the suggested changes.

Transportation Work Plan: Suggested changes include: add new performance standard, other changes reflect the new performance standard, fire extinguishers will be checked monthly, and STAR Plus child restraints for the bus have been purchased for children who cannot fit into the manufacturer installed child restraint systems. Discussion followed. Erv stated that they may have an opportunity to purchase additional STAR harnesses.

Rena moved to approve the Transportation Work Plan for first reading approval, as presented. Paige seconded the motion. The motion carried.

Community Partnership Work Plan: Suggested changes include: add new performance standard, other changes reflect the new performance standard, removed sub part d and e on page 3, removed sub

part d on page 8, removed sub part b and d on page 10, removed sub part e on page 14, removed sub part b on page 15, removed sub part d and e on page 16 and revised the School Readiness information on page 24. The areas that were deleted do not pertain to the current Family Partnership Work Plan. Brooke moved to approve the Community Partnership Work Plan for first reading approval, as presented. Samantha Jo 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 Resignations/Changes, Head Start School Readiness Fall Report, 2016-2017 Self Assessment Action Plan Updates and Food and Supply Source Cost Comparison Information. Highlights included: Head Start and Early Head Start were fully enrolled in December. Misty, our Health Coordinator, works with families to get health insurance. Some parents do not have the proper VISA to be eligible for Medicaid. She has been working with Sanford Health to secure health records from Sanford East (formerly Great Plains Clinic). There is also a delay for families that saw Dr. Azores to schedule appointments for well child checkups since she has moved. Children must have up-to-date immunizations or have documentation of a future appointment in order to attend school. They are working on filling the home visitor positions. Dr. Robinson, from Robinson Family Dental, will be talking to children in February about Dental Health. Staff resignations were received from Ellen Becker, EHS office sub, Amy Roadarmel, Head Start teaching assistant, resigned but is remaining as a Teaching Assistant substitute and Jean Ficek, teaching assistant in Kay's afternoon classroom has resigned. She reviewed the Head Start School Readiness Fall Report. One hundred twenty two children were accessed at the end of Period I. The three domains with the highest scores were Physical Development & Health, Science and Technology and Approaches to Learning. The three domains with the lowest scores were: Social Studies, Language, Literacy and Communication and Mathematics. We did not make our goal the first quarter in Social & Emotional Development and Literacy Knowledge & Skills. Our scores were higher than last year. Recommendations were reviewed and included in the report. The Self Assessment Action Plan was reviewed. She reported that they did a food cost comparison through a company called Food and Supply Source. After reviewing the comparison they decided to switch to Sysco as a supplier in order to save money on food costs. Food and Supply Source will also help with our menus. They have a registered dietician. The Director's report was filed.

ERSEA Training: Jennifer Braun, Head Start/Early Head Start Director, completed training in the area of ERSEA for Policy Council members.

Parent Committee: Minutes from the Early Head Start January 19, 2017, Parent Committee meeting were reviewed. Carolyn Morowski presented training on "Car Seat Safety."

Reports from Community Members:

Stacey reported that she just returned from maternity leave. She works at KIDS and they have high case loads.

Paige reported that her work has been very busy also.

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

Next meeting: The next Policy Council meeting date and time is scheduled on February 23, 2017. Jennifer reported that the March meeting has been moved to March 30, 2017.

Adjournment: The meeting was adjourned at 5:45 pm.

Submitted by:

Paige Worley, Secretary

Date