



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

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

Date: February 23, 2017

Time: 4:30 p.m.

Members Present: Stacey Kuntz, Paige Worley, Brooke Roquet, Risper Chuma, Rudie Swanson, Dana Nagle

Members Via Telephone: Marquetta Threlkeld

Absent: Renae Ekstrand, Krysten Byrd, Kristy Seidel

Nonvoting Present: Robin Rivinius (Governing Board Rep)

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

Guest Present: Ashley Hines

Quorum Met: Yes

Call to Order: The meeting was called to order by Stacey Kuntz, Policy Council Chair, at 4:30 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 January 26, 2017, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Dana Nagle, Treasurer, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2016, through January 31, 2017.

The December 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$57,699.89 with total expenditures of \$1,050,035.11. Dickinson Public Schools will be reimbursing us for some of the expenses. The December 2016 Community Action Head Start Finance Report was filed.

The December 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$148,688.56 with total expenditures of \$824,793.44. The December 2016 Community Action Early Head Start Finance Report was filed.

USDA Reimbursement: Jennifer shared the January 2017 USDA report. The USDA report was filed.

The Financial Reports were filed.

CAP Governing Board: Erv Bren (CAP Executive Director) reported on the January 24, 2017, CAP Governing Board meeting at the January meeting. Their next meeting is scheduled on March 28 from 10 am – 12:30 pm at Community Action. A copy of the 2015-2016 Community Action Partnership Annual Report and a brochure which lists their programs/services was distributed to Policy Council members. Community Action Partnership was awarded a \$25,000 grant from XTO Energy. The grant dollars will be used for their Prairie Rose Center, Safety City plus client assistance for rent, transportation and medical assistance.

Unfinished Business:

Second Reading of Policies

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

Transportation and Community Partnership 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.

Dana moved to approve the Transportation Work Plan for second reading approval, as presented. Brooke 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. Paige moved to approve the Community Partnership Work Plan for second reading approval, as presented. Rudie seconded the motion. The motion carried.

New Business

Approval of Head Start Teaching Assistant- DPS: Jennifer reported that the recommendation is to hire Michele Anderson as a Head Start Teaching Assistant – DPS for Kay’s pm classroom. She gave a brief bio on Michele.

Brooke moved to approve the hires of Michele Anderson as a Head Start Teaching Assistant - DPS. Risper seconded the motion. The motion carried.

Approval of Head Start Teaching Assistant: Jennifer reported that the recommendation is to hire Sydney Mikkelsen as a Head Start Teaching Assistant. She gave a brief bio on Sydney.

Brooke moved to approve the hire of Sydney Mikkelsen as a Head Start Teaching Assistant. Paige seconded the motion. The motion carried.

First Reading of Policies:

Communication Policy: Jennifer reported on the recommended changes. The suggested changes include: the updated performance standard, adding Head Start to Pyramid Nights, deleting “send a daily note home with,” add Policy Council minutes are printed and sent home to each enrolled parent following the meeting, delete are summarized in the monthly parent newsletter by the Director. A notice is included in each monthly newsletter informing parents to contact the Center if they would like a complete copy of the actual minutes, and add Program highlights are provided to the Chamber of Commerce newsletter.

Risper moved to approve the Communication policy for first reading approval, as presented. Rudie seconded the motion. The motion carried.

Enrollment/Recruitment Policy: Jennifer reported on the recommended changes. The suggested changes include: the updated performance standard, deleting e.g. Students Other Than Average/SOTA, delete and Home Base and add Home Visitors and Family partnership staff to Recruitment # 2, delete St. Joseph’s and add CHI St. Alexius and fax referrals were shared on Recruitment # 6, delete “these families will not be enrolled before another child with higher points; but” on Enrollment #2, add “under the category teen” on Enrollment #12, change the points on Receives Public Assistance Benefits (TANF, SSI) from 45 to 50 points under Head Start and Early Head Start points. Discussion followed.

Brooke moved to approve the Enrollment/Recruitment policy for first reading approval, as presented. Risper seconded the motion. The motion carried.

EHS Center Based Points: Jennifer reported on the recommended changes. Suggested changes include: the performance standard.

Dana moved to approve the EHS Center Based Points for first reading approval, as presented. Paige seconded the motion. The motion carried.

Self Assessment Policy: Jennifer reported on the recommended changes. Suggested changes include: the performance standard, on the timeline delete December/January, change January to February and change dates are scheduled for April, not March through May.

Paige moved to approve the Self Assessment Policy for first reading approval, as presented. Risper seconded the motion. The motion carried.

Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policies: Jennifer reported on the recommended changes. Suggested changes include: the updated performance standard or no changes. Brooke moved to approve the Field Trip, Holiday, Pet, Philosophy, Photography and Toy Policies for first reading approval, as presented. Paige seconded the motion. The motion carried.

Work Plan: Jennifer reviewed the Family Partnership Work Plan and the suggested changes.

Family Partnership Work Plan: Suggested changes include: added acronym list, new subpart, performance standard changes, rewrote objective 2, and removed objective 11 because it is covered in a different area.

Risper moved to approve the Family Partnership Work Plan for first reading approval, as presented. Brooke 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, Resignation of Policy Council Parent Representative, Staff Resignations/Changes, Notice of Award for 2017-2018 grant year and Self Assessment sign up.

Highlights included: Head Start is fully enrolled and has a wait list. They enrolled five new students and lost seven. The Health Coordinator is still working with Sanford Health on the health information and releases. Head Start currently has 12 children in Foster care. Early Head Start was under enrolled in January and may be under enrolled in February. She reported that parents want the EHS Center rather than home base. EHS has 29 children on an IFSP (40%). The Program Summary contained information on the Policy Council fundraiser and Head Start classroom observation scores. Education Coordinators attended a Practiced Based Coaching Leadership Academy in February. Practice Based Coaching is a research based coaching strategy. Head Start and Early Head Start will begin using it in August. It is a partnership between the teacher and the coach. Tara Nielsen submitted her resignation from Policy Council. A staff resignation was received from Charlotte Wanner, Head Cook. Amanda Adamson, health office assistance, was hired as the Head Cook. The Notice of Award for our grant was received. Self Assessment meeting signup sheets were circulated. The Director's report was filed.

Parent Committee: There were no Parent Committee meeting minutes.

Reports from Community Members:

Robin reported that the KIDS Program has over 200 kids enrolled. They are currently fully staffed.

Dana reported that Herbergers is currently holding their Community Days fundraiser.

Charlie and the Chocolate Factory will be held this weekend at DSU.

Paige reported that six new children were entered into foster care this week. She said that there is a shortage of foster homes. A group is sponsoring a local fundraiser to purchase suitcases for foster kids in Region VIII. Paige stated that you can donate suitcases for foster care children by dropping them off at Stark County Social Services. Karen will forward information to Policy Council members on the fundraiser plus a powerful video about foster care children.

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 March 30, 2017.

Adjournment: The meeting was adjourned at 5:25 pm.

Submitted by:

Paige Worley, Secretary

Date