



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601
Date: May 24, 2016
Time: 4:00 p.m.

- Members Present:** Dana Whippo (alt.), Melody Neal, Allie Dewitt
- Absent:** Dana Nagle, Stacey Kuntz, Marreysa Netzer (alt.), Claire Schlabsz (alt)
- Via Telephone:** Robin Rivinius, Kristy Seidel
- Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant)
- Nonvoting Present:** None
- Guest Present:** None
- Quorum Met:** Yes
- Call to Order:** The meeting was called to order by Allie Dewitt, 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.

Minutes: The minutes of the April 26, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Financial Reports.

The March 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant was \$878,541.07 with total expenditures of \$229,193.93. The March 2016 Community Action Head Start Finance Report was filed.

The March 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$832,940.83 with total expenditures of \$140,541.17. The March 2016 Community Action Early Head Start Finance Report was filed.

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

The Financial Reports were filed.

CAP Governing Board: Jennifer Braun, Head Start/Early Head Start Director, reported that the CAP Governing Board met earlier this afternoon. They approved the Head Start/Early Head Start COLA grant (pending Policy Council approval), and policies, revised the CSBG grant, etc. More information will be shared in June when we receive the Governing Board meeting minutes.

Unfinished Business:

Second Reading of Policies

Homeless Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: they added Early Head Start, added “children who are homeless are considered categorically eligible for Head Start/Early Head Start services,” added “families will complete the Homeless Eligibility Criteria form at intake,” and added “families do not need to submit income for verification.”

Dana W. moved to approve the Homeless Policy for second reading approval. Melody seconded the motion. The motion carried.

New Business:

Approval of Head Start/Early Head Start COLA Grant: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Head Start/Early Head Start COLA grant. The COLA grant application would cover a 1.8% cost of living adjustment to be used for Head Start and Early Head Start staff salaries (\$19,615 for Head Start and \$17,101 for Early Head Start). The Early Head Start funds carryover would be used for supplies and materials for parent involvement and attendance at home base socializations. The grant is due June 15.

Dana W. moved to approve the Head Start/Early Head Start COLA grant. Melody seconded the motion. The motion carried.

Approval of CAP Agency Credit Cards Procedure: Jennifer Braun, Head Start/Early Head Start Director, reviewed the CAP Agency Credit Cards Procedure. This is a new procedure. It allows Program Directors to access one of the two Community Action Partnership credit cards, if needed. The Directors must do so in writing. Privileges may be revoked at any time and may only be reinstated by the Executive Director.

Melody moved to approve the CAP Agency Credit Cards Procedure. Dana W. seconded the motion. The motion carried.

First Reading of Policies

Child Abuse and Neglect Policy: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding other Coordinators.

Dana W. moved to approve the Child Abuse and Neglect policy for first reading approval. Melody seconded the motion. The motion carried.

Confidentiality Policy and Agreement: Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: There were no suggested changes in the policy. The suggested change in the Confidentiality Agreement is to add Policy Council member to the agreement.

Melody moved to approve the Confidentiality policy and agreement for first reading approval. Dana W. seconded the motion. The motion carried.

Impasse – Internal Dispute Resolution Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Melody moved to approve the Internal Dispute Resolution policy for first reading approval. Dana W. seconded the motion. The motion carried.

Parents Rights and Responsibilities Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Dana W. moved to approve the Parents Rights and Responsibilities Policy for first reading approval. Melody seconded the motion. The motion carried.

Step Parents and Nonresidential Parents’ Rights Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Dana W. moved to approve the Step Parents and Nonresidential Parents’ Rights Policy for first reading approval. Melody 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: April Key Indicators, April Program Summary, Attendance Analysis, Resignations/Staff changes, FY 2015 COLA Guidance Letter and Overview of Regional Program Specialist Site Visit. Highlights included: Head Start was fully enrolled in April. Early Head Start ended April with 61 children enrolled. There were no findings from the Environmental Health and Safety Review. Family Partnership staff participated in the Kids Health and Safety Fair in Dickinson and Bowman County. Head Start children and Mott Regent Head Start children visited the public library in April. Resignations were received from Keanna Schneider, Head Start teaching assistant, Tia Kilwein, teaching assistant sub and Suzie Bruels, dietician. Staff changes include: Michelle Cullen, who was hired as an assistant cook substitute has been hired as the Head Start/Early Head Start head cook, Jenny Anderson was a teaching assistant substitute and DPS assistant and has been hired as a Head Start teaching assistant for next year. The COLA funding guidance letter was included in the meeting packet. Our Regional Program Specialist, Peggy Manley, toured the Head Start and Early Head Start sites and met with staff, Governing Board and Policy Council representatives. The June and July Policy Council meetings are scheduled on June 21 and July 19 at 4 pm. The Director’s report was filed.

Director’s Monthly Information: Jennifer Braun, Head Start/Early Head Start Director, reviewed the “Child Abuse/Neglect” monthly training information. Her report covered the signs of physical and sexual abuse, physical neglect, psychological maltreatment, environmental neglect, inadequate supervision and educational neglect. All Head Start and Early Head Start staff are mandated reporters. They receive training in the fall and during the year.

Parent Committee: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Hettinger County Parent Committee minutes from April 26 and Early Head Start Parent Committee minutes from May 19. The Parent Committee reports were filed.

Reports from Community Members: Dana W. reported that family movies will be shown at the DSU Biesiot Activity Center on June 21 (Kung Fu Panda 3), July 19 (Pan) and August 16 (Zootopia). The Dickinson Public Library will check out entry passes for the State Parks (not the Theodore Roosevelt National Park). These passes cover the daily entry fees to the park, not camping fees. You

just need a library card to check one out. The Dickinson Public Library’s summer reading program Kick Off Carnival is scheduled Sunday, June 5 from 1-4 pm at the library.

Robin reported that the KIDS program served 207 children in April. They are looking for another Special Educator, an Occupational Therapist and a Speech Pathologist due to the high number of students they are serving. They are working on maintaining staffing coverage when six staff members go on maternity leave.

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

Next meeting: The next Policy Council meeting is scheduled on Tuesday, June 21 at 4 pm.

Adjournment: The meeting was adjourned at 5 pm.

Submitted by:

Kristy Seidel, Secretary

Date