



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



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

Date: August 24, 2017

Time: 4:00 p.m.

Members Present: Stacey Kuntz

Members via Telephone: Dana Nagle, Renae Ekstrand

Absent: Kristy Seidel, Samantha Davis, Paige Worley

Nonvoting Present:

Staff Present: Jennifer Braun (Head Start/Early Head Start Director)

Quorum Met: Yes

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

Minutes: The minutes of the July 27, 2017, meeting, were reviewed. There were no changes. The minutes were approved and filed.

Committee Reports:

Finance Report: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Financial Reports. The Head Start and Early Head Start fiscal year runs from February 1, 2017, through January 31, 2018.

The June 2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$540,464.52 with total expenditures of \$586,885.48. The June 2017 Community Action Head Start Finance Report was filed.

The June 2017 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant is \$587,499.12 with total expenditures of \$403,083.88. The June 2017 Community Action Early Head Start Finance Report was filed.

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

The Financial Reports were filed.

CAP Governing Board: The last Governing Board meeting was held on July 25 in Medora. The minutes from the meeting were shared with the Policy Council members. The CAP Governing Board report was filed.

Unfinished Business:

Second Reading of Policies

Policy Council Policies and Procedures: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. She reported that the Policy Council Policies and Procedures serve as the Policy Council bylaws. Suggested changes include: the updated performance standard, revised the

purpose of the policy, revised the Policy Council membership guidelines and dates under Terms of PC members and officers, and minor language changes.

Dana moved to approve the Policy Council Policies and Procedures for second reading approval. Renae seconded the motion. The motion carried.

Policy Council Code of Conduct: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: the updated performance standard, and added Confidentiality Policy and/or Agreement, and deleted Statement under the same bullet.

Dana moved to approve the Policy Council Code of Conduct for second reading approval. Renae seconded the motion. The motion carried.

Policies with only Performance Standard or No Change

Policy Council Chairperson, Policy Council Elections, Policy Council Finance Committee, Policy Council Job Description, Policy Council North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance: Jennifer Braun, HS/EHS Director, reported on the suggested changes. The only change to these policies is the updated Performance Standard or no change so we can do them in one motion.

Renae moved to approve the Policy Council Chairperson, Policy Council Elections, Policy Council Finance Committee, Policy Council Job Description, Policy Council North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance policy for second reading approval, as presented. Dana seconded the motion. The motion carried.

New Business:

Approval of HS Teacher Assistants: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Chalimar Rios and KaraLee Fugeman as Head Start Teacher Assistants. Chalimar will be placed at Head Start and KaraLee will be in one of the DPS classrooms. She gave a brief bio on Chalimar and KaraLee.

Dana moved to approve the hires of Chalimar Rios and KaraLee Fugeman as Head Start Teacher Assistants. Renae seconded the motion. The motion carried.

Approval of HS/EHS Head Cook: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Christina Ransom as the Head Start/Early Head Start Head Cook. She gave a brief bio on Christina.

Dana moved to approve the hire of Christina Ransom as the Head Start/Early Head Start Head Cook. Renae seconded the motion. The motion carried.

Approval of HS Teacher Assistant Substitute: Jennifer Braun, HS/EHS Director, reported that the recommendation is to hire Sandra Huether as a Head Start Teacher Assistant Substitute. Sandra will be a substitute in Hettinger County. She gave a brief bio on Sandra.

Dana moved to approve the hire of Sandra Huether as a Head Start Teacher Assistant Substitute. Renae seconded the motion. The motion carried.

First Reading of Policies:

Coaching Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the Coaching Policy. This is a new policy and is a Performance Standard requirement.

Dana moved to approve the Coaching Policy for first reading approval. Renae seconded the motion. The motion carried.

Ongoing Monitoring Procedure: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: deleting “Family Partnership staff prepare and submit to the HS/EHS Director a monthly enrollment summary that documents the ages and number of children in each classroom, the number of children served in each county, and the income status of each child,” as this is completed by the HS/EHS Director; deleted “The Early Head Start home visitors report home visit dates and socialization attendance to the Early Head Start Education Coordinator,” as home visitors are now considered birth to five, and not just Head Start or Early Head Start; and delete “by both the supervisor and” under Human Resources #1.

Dana moved to approve the Ongoing Monitoring Procedure for first reading approval. Renae seconded the motion. The motion carried.

Staff Background Check Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the Staff Background Check Policy. Suggested changes include: updating the Performance Standard; adding a statement that employees must have a full background check every five years; and adding language from the Performance Standard regarding what checks are to be completed every five years.

Renae moved to approve the Staff Background Check Policy for first reading approval. Dana 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: Program Summaries, Attendance Analysis, Staff Resignations/Changes, Policy Council Resignation, FY 2017 COLA Notice of Award, and the Continuation grant funding guidance letter.

Highlights included: Taylor Krieg was hired as the EHS Education Coordinator and began employment on July 18; Head Start is projected to start the 2017-2018 program year fully enrolled; Early Head Start finished the month of July fully enrolled; Policy Council resignations were received from Robin Rivinius (shared PC/GB member) and Rudie Swanson (HS parent representative); HS/EHS received the COLA grant; and the continuation grant, year 4 funding guidance letter was released. The program is allowed to write for \$2,138,697 for both program operations and training and technical assistance funds.

The Director’s report was filed.

Parent Committee: There were no Parent Committee meeting minutes.

Reports from Community Members:

Dana reported that she signed Policy Council up for the Herberger’s Community Days fundraiser. Stacey reported the KIDS program is currently in the process of hiring a new Assistant Director. She thought there were eight applicants.

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 date and time is scheduled on September 14, 2017, at 4 pm. Note: Stacey Kuntz will be unable to attend.

Adjournment: The meeting was adjourned at 4:45 pm.

Submitted by:

Paige Worley, Secretary

Date