



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: April 24, 2018

Time: 4:00 p.m.

**Members Present:** Nikki Baer, Bridget Miller, Allie Dewitt (alt.), Dana Nagle, Renae Ekstrand

**Members via Telephone:** Paige Worley, Samantha Jo Davis

**Absent:** Deborah Fortner, Nadirah Agyepong, Alexis Foster, Shanon Hayden

**Nonvoting Present:** None

**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 Dana Nagle, 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. Things not on the agenda should be discussed after the meeting.

**Minutes:** The minutes of the March 27, 2018, 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, 2018, through January 31, 2019.

The February 2018 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$1,078,304.84 with total expenditures of \$60,138.16. The February 2018 Community Action Head Start Finance Report was filed.

The February 2018 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$937,207.09 with total expenditures of \$63,046.91. The February 2018 Community Action Early Head Start Finance Report was filed.

**USDA Reimbursement:** Bridget shared the March 2018 USDA report. The USDA report was filed.

The Financial Reports were filed.

**CAP Governing Board:** Paige Worley, Governing Board Representative, reported on the CAP Governing Board meeting which was held March 27, 2018. The next meeting will be held on May 22, 2018, at 10 am at Community Action. The annual meeting is scheduled July 24, 2018, in Medora. Policy Council members are invited to attend.

### **Unfinished Business:**

#### **Second Reading of Policies:**

**Staff Qualifications and Professional Development Procedure:** Jennifer reported on the suggested changes in the Staff Qualifications and Professional Development Procedure. Suggested changes include: changing the procedure from Education to Staff Qualifications and Professional Development Procedure, updating requirements for the Head Start/Early Head Start Director, Family Partnership staff, Health Services staff, home visitors and education staff. Add Education staff must complete an annual Professional Development plan and participate in a research-based, coordinated coaching strategy. Add all staff must have a minimum of 15 hours of professional development per year and all staff must be certified in CPR and First Aid, Nikki moved to approve the Staff Qualifications and Professional Development Procedure for second reading approval. Renae seconded the motion. The motion carried.

### **New Business**

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

**Approval of Early Head Start Teaching Assistant:** Jennifer reported that the recommendation is to hire Lila Habiger as an Early Head Start Teaching Assistant. She gave a brief bio on Lila.

**Approval of Head Start/Early Head Start Teaching Assistant Sub:** Jennifer reported that the recommendation is to hire Laura Brinster as a Head Start/Early Head Start Teaching Assistant Sub. She gave a brief bio on Laura.

Allie moved to approve the hire of Ashley Eckroth as a Head Start Teaching Assistant, Lila Habiger as an Early Head Start Teaching Assistant and Laura Brinster as a Head Start/Early Head Start Teaching Assistant Sub. Nikki seconded the motion. The motion carried.

**Approval of Head Start Policy Council Representative:** Jennifer, Head Start/Early Head Start Director, reported that LaKrisha Augare was elected to Kim's Hettinger County Head Start classroom as a parent representative. Karen Heidt validated the Policy Council ballots for the election of the Policy Council Parent representative.

Nikki moved to approve LaKrisha Augare as a 2017-2018 Hettinger County (Kim's Head Start classroom) Policy Council parent representative. Bridget seconded the motion. The motion carried.

### **First Reading of Policies**

**Intake Procedure:** Jennifer reported on the suggested changes in the Intake Procedure. Suggested changes include: they deleted CAP universal intake form and copy of Medicaid card and number from the Intake Packet since that information is included on the application form and removed categorically from the procedure. Homeless children and children in foster care are eligible for Head Start and Early Head Start.

Nikki moved to approve the Intake Procedure for first reading approval. Renae seconded the motion. The motion carried.

**Program Planning and Timeline:** Jennifer reported on the suggested changes in the Program Planning and Timeline. There were a few changes in the timeline for approving policies and procedures. Renae moved to approve the Program Planning and Timeline for first reading approval. Nikki seconded the motion. The motion carried.

**Staff Income Determination and Verification Acknowledgement Form:** Jennifer reported that there were no changes recommended for the Staff Income Determination and Verification Acknowledgement Form.

Allie moved to approve the Staff Income Determination and Verification Acknowledgement Form for first reading approval. Samantha Jo seconded the motion. The motion carried.

**Homeless Policy:** Jennifer reported on the suggested changes in the Homeless Policy. Suggested changes include: delete categorically.

Allie moved to approve the Homeless Policy for first reading approval. Nikki seconded the motion. The motion carried.

**Parents Standard of Conduct Policy:** Jennifer reported that there were no suggested changes in the Parents Standards of Conduct policy.

Nikki moved to approve the Parents Standard of Conduct Policy for first reading approval. Renae seconded the motion. The motion carried.

**Transportation Policy:** Jennifer reported that there were no suggested changes in the Transportation Policy. They are working with the Dickinson Public Schools on some transportation changes for next school year.

Bridget moved to approve the Transportation Policy for first reading approval. Nikki 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 for Period 2 and Early Head Start School Readiness Report for Period 2. Highlights included: Head Start had one new student in March. They are reviewing our preventive and primary health care data as a result of the monitoring review last week. Early Head Start had three new children in March. Early Head Start was under enrolled in March with 61 children. Family Partnership staff will have a booth at the Health and Safety Fair and host an open house in Mott on April 26. Family Partnership staff recently attended an ERSEA training. Resignations were received from Michelle Hoffart and Alice Campbell, teaching assistant subs and Clarissa Roberds, Early Head Start Infant/Toddler teacher. She reviewed the Head Start and Early Head Start School Readiness Reports which included progress made and recommendations. The Director's report was filed.

**Parent Committee:** There were no Parent Committee Meeting minutes.

**Reports from Community Members:**

Renae reported that over 1,500 kids attended Kid's Day on the Farm. Family Fun Day is scheduled on June 30 at Dickinson State University during their All School Reunion,

Paige reported that the Child Abuse Prevention walk is scheduled on May 5 from 11 am to 1 pm. They will have jumping castles, free food and more.

**Other**

Allie gave an update on the Autism Awareness event that was recently held in April. They have another Autism Awareness event scheduled on June 16 with bouncy castles, food, silent auction theme baskets, possibly wrestlers, etc. to raise funds to help families with therapy at Rehab Visions and Therapy Solutions. They also have scheduled a fundraiser on June 6 at Pizza Ranch.

**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, May 22, 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