



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 26, 2016

Time: 4:00 p.m.

**Members Present:** Dana Nagle, Dana Whippo (alt.), Stacey Kuntz, Claire Schlabsz (alt), Melody Neal

**Absent:** Robin Rivinius, Allie Dewitt, Kristy Seidel

**Via Telephone:** Marreysa Netzer (alt.)

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

**Nonvoting Present:** None

**Guest Present:** None

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Jennifer Braun, Head Start/Early Head Start Director, 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 also reminded members to turn off their cell phones during the meeting or to silence them.

Introductions were made.

**Minutes:** The minutes of the March 29, 2016, meeting were reviewed. There were no corrections. The minutes were approved and filed.

### Committee Reports:

**Finance Report:** Marreysa Netzer, Treasurer, reviewed the Financial Reports.

The Head Start 2015-2016 Year End Financial Report was reviewed. The total remaining in the grant was \$5,411.15 with expenditures of \$1,102,323.85. We went over budget by \$12,610.85 but we are waiting on some Dickinson Public Schools reimbursements. The Head Start 2015-2016 Year End Financial Report was filed.

The February 2016-2017 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$1,017,000.81 with expenditures of \$90,734.19. The February 2016-2017 Community Action Head Start finance report was filed.

The Early Head Start 2015-2016 Year End Financial Report was reviewed. The total remaining in the grant was \$28,106.66 with expenditures of \$945,375.34. The Early Head Start 2015-2016 Year End Financial Report was filed.

The February 2016-2017 Community Action Early Head Start financial report was reviewed. The total remaining in the Early Head Start grant is \$925,311.56 with expenditures of \$48,170.44. The February 2016-2017 Early Head Start finance report was filed.

**USDA Reimbursement:** Marreysa shared the March 2016 USDA report. The USDA report was filed.

The Financial Reports were filed.

**CAP Governing Board:** Erv Bren, CAP Executive Director, reported on the CAP Governing Board meeting held on March 22, 2016. Highlights included: they approved a new grant for furnace replacement for 127 homes; had Governing Board training; the Governing Board's annual retreat is scheduled July 26 in Medora (Policy Council members are invited to attend); and approved renewing the agency's insurance package. The next Governing Board meeting is scheduled May 24, 2016, at Community Action. The CAP Governing Board report was filed.

#### **Unfinished Business:**

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

**Intake Procedure:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding "interview in-person," and "or guardian" under #2. Claire moved to approve the Intake Procedure for second reading approval. Dana W seconded the motion. The motion carried.

**Program Planning Procedure and Timeline:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: which policies to bring to policy council each month, added a monthly training for policy council members, etc. Marreysa moved to approve the Program Planning Procedure and Timeline for second reading approval. Dana N seconded the motion. The motion carried.

**Staff Income Determination and Verification Procedure Acknowledgement Form:** Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes. Claire moved to approve the Staff Income Determination and Verification Procedure Acknowledgement Form for second reading approval. Dana W seconded the motion. The motion carried.

**Self Report Policy:** Jennifer Braun, Head Start/Early Head Start Director, reported that this is a new policy. She reviewed the policy with Policy Council members at the March meeting. Dana N moved to approve the Self Report Policy for second reading approval. Claire seconded the motion. The motion carried.

**Staff Background Check Policy:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: removing the visitor and volunteer information from the policy and the CAP Executive Assistant does the fingerprinting.

Marreysa moved to approve the Staff Background Check policy for second reading approval. Dana N seconded the motion. The motion carried.

**Early Head Start Center Based Points:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: changing the work/educational status points and adding 10 points if the mother was enrolled in the expectant mother program. Claire moved to approve the Early Head Start Center Based Points for second reading approval. Dana W seconded the motion. The motion carried.

## **Work Plans**

**Health and Safety Work Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding an acronym list on the front page, changes in the child abuse and neglect area (Director does the training) and adding information on bike helmets. Dana N moved to approve the Health and Safety Work Plan for second reading approval. Dana W seconded the motion. The motion carried.

**Education and Disabilities Work Plan:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the suggested changes. Suggested changes include: adding the acronym list, adding information on Planned Language Approach, adding that we will partner with parents when potty training their child, adding parents are always welcome in the classroom, taking out occupational therapy and physical therapy pullout, adding information on collecting anecdotes for COR, and adding Head Start and Early Head Start School Readiness Reports and who they are given too. Dana N moved to approve the Education and Disabilities Work Plan for second reading approval. Claire seconded the motion. The motion carried.

## **New Business:**

**Approval of Policy Council Parent Representative:** Stacey Kuntz validated the Policy Council ballots for the election of the Policy Council Early Head Start Home Base parent representative Melody Neal. Marreysa moved to approve Melody Neal as the Early Head Start Home Base Policy Council parent representative. Claire seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Teacher Assistant Substitutes:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Gabriel Dschaak, Dawn Thiel and Melissa Schwindt as Head Start/Early Head Start Teacher Assistant Substitutes. She gave a brief bio for Gabriel, Dawn and Melissa. Dana N moved to approve the hire of Gabriel Dschaak, Dawn Thiel and Melissa Schwindt as Head Start/Early Head Start Teacher Assistant Substitutes. Claire seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Home Visitor:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Katelyn Maher as an Head Start/Early Head Start Home Visitor. She gave a brief bio. Dana N moved to approve the hire of Katelyn Maher as a Head Start/Early Head Start Home Visitor. Claire seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Assistant Cook Substitute:** Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Michelle Cullen as a Head Start/Early Head Start assistant cook substitute. She gave a brief bio.

Dana N moved to approve the hire of Michelle Cullen as a Head Start/Early Head Start assistant cook substitute. Claire seconded the motion. The motion carried.

### **First 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.”

Claire moved to approve the Homeless Policy for second reading approval. Dana W 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, Resignations/Staff changes, Regional Program Specialist Site Visit, Environmental Health and Safety Review Overview of Findings Report, and Head Start and Early Head Start School Readiness Winter Reports. Highlights included: Head Start and Early Head Start ended March fully enrolled. Rotary Club purchased 152 books for Head Start children and read the book to children in school. The Kiwanis Club donated \$250 for Reading is Fundamental. Imagination Library has been relaunched in Dickinson and Stark County because of a grant by WPX Energy. Resignations were received from Andrea Hathoot (Policy Council Head Start parent representative alternate), Amy Roadarmel (Head Start teaching assistant), Whitney Lund (Head Start teaching assistant), and Judith Corcoran (Head Start teaching assistant). Our new Head Start Regional Program Specialist, Peggy Manely, will be visiting Dickinson’s Head Start and Early Head Start on Tuesday, May 10. She would like to meet with Governing Board and Policy Council members from 10:30 am to 11:30 am. Please let Jennifer know if you can attend. She received a final report from our Environmental Health and Safety Review. There were no findings. Jennifer reviewed the Head Start and Early Head Start School Readiness Reports from Period 2. The report contained strengths, weaknesses and recommendations. The Director’s report was filed.

**Director’s Monthly Information:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the “What is ERSEA?” monthly training information. ERSEA stands for eligibility, recruitment, selection, enrollment and attendance.

**Parent Committee:** Jennifer Braun, Head Start/Early Head Start Director, reviewed the Hettinger County Parent Committee minutes from April 4, 2016. The Parent Committee report was filed.

**Reports from Community Members:** Community members reported that the Health and Safety Fair is being held this afternoon from 3 pm to 7 pm at the West River Ice Center. The Baby Fair went well and they had a good turnout. CHI St. Alexius Hospital of Dickinson is predicting 100 births in June of 2016.

**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, May 24 at 4 pm.

**Adjournment:** The meeting was adjourned at 5:20 pm.

**Submitted by:**

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Kristy Seidel, Secretary

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Date