



Community Action Partnership
Head Start/Early Head Start Policy Council



Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601
Date: July 19, 2016
Time: 4:00 p.m.

- Members Present:** Dana Whippo (alt.), Dana Nagle, Robin Rivinius, Stacey Kuntz
- Absent:** Melody Neal, Allie Dewitt, Claire Schlabsz (alt), and Kristy Seidel
- Via Telephone:** Marreysa Netzer (alt.)
- Staff Present:** Jennifer Braun (Head Start/Early Head Start Director), Karen Heidt (Administrative Assistant), Erv Bren, CAP Executive Director
- Nonvoting Present:** None
- Guest Present:** None
- Quorum Met:** Yes
- Call to Order:** The meeting was called to order by Stacey Kuntz, Policy Council vice 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 June 21, 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 May 2016 Community Action Head Start financial report was reviewed. The total remaining in the grant is \$684,655.59 with total expenditures of \$423,079.41. The May 2016 Community Action Head Start Finance Report was filed.

The May 2016 Community Action Early Head Start Financial Report was reviewed. The total remaining in the grant was \$672,061.52 with total expenditures of \$301,420.48. The May 2016 Community Action Early Head Start Finance Report was filed.

Erv Bren, CAP Executive Director, explained how the budget is set up. He said that the management team and Finance committee watch the budget very closely. Both programs have been fully staffed

this year which impacts the budget. March and April are high expense amounts because of insurance, Work Force Safety and payroll taxes.

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

The Financial Reports were filed.

CAP Governing Board: There was no Governing Board meeting. The next Governing Board meeting is Tuesday, July 26 in Medora. Policy Council members are welcome to attend. A Governing Board meeting will be held in Dickinson in September.

Unfinished Business:

Second Reading of Policies

Grievance Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Dana W. moved to approve the Grievance policy for second reading approval. Robin seconded the motion. The motion carried.

Parents Standards of Conduct Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Robin moved to approve the Parents Standards of Conduct policy for second reading approval. Dana N seconded the motion. The motion carried.

New Business:

Approval of Head Start 101-130% Income Eligible Children for Fall of 2016: Jennifer Braun, Head Start/Early Head Start Director, reviewed the income eligible guidelines (101-130%) for 2016-2017.

There are seven Center Base children and one home base child.

Dana W moved to accept all Income Eligible children at 101-130% for the 2016-2017 Head Start Program year, as presented. Dana N seconded the motion. The motion carried.

Approval of Head Start Medically Underserved children for the Fall of 2016: Jennifer Braun, Head Start/Early Head Start Director, reviewed the Medically Underserved guidelines (up to 300%) for 2016-2017. There are two eligible children in Hettinger County.

Marreysa moved to accept the Medically Underserved children (up to 300%) for the 2016-2017 Head Start Program year, as presented. Dana N seconded the motion. The motion carried.

Approval of Head Start/Early Head Start Teaching Assistant Substitute: Jennifer Braun, Head Start/Early Head Start Director, reported that the recommendation is to hire Tina Miller as a Head Start/Early Head Start Teaching Assistant Sub. She gave a brief bio on Tina.

Dana N moved to approve the hire of Tina Miller as a Head Start/Early Head Start Teaching Assistant Sub. Dana W seconded the motion. The motion carried.

First Reading of Policies

Policy Council Policies and Procedures Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: adding Early Head Start

on page 1, and adding Community Action Partnership (CAP) on Section 9. She reported that the Policy Council Policies and Procedures serve as Policy Council's bylaws. Marreysa moved to approve the Policy Council Policies and Procedures policy for first reading approval, as presented. Dana W seconded the motion. The motion carried.

Shared Governance Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: adding Community Action Partnership (CAP) on the Performance Objective. Robin moved to approve the Shared Governance policy for first reading approval, as presented. Dana N seconded the motion. The motion carried.

Policy Council Job Description Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes. Dana N moved to approve the Policy Council Job Description policy for first reading approval, as presented. Robin seconded the motion. The motion carried.

Policy Council Code of Conduct Policy: Jennifer Braun, Head Start/Early Head Start Director, reported on the suggested changes. Suggested changes include: adding Early Head Start and adding being under the influence of drugs or alcohol at a Policy Council meeting. Discussion followed regarding the language. It was suggested that we add the following bullets:

- Suspicion of any member being under the influence of drugs or alcohol
- Any behavior interfering with the business of the Policy Council

Dana W moved to approve the Policy Council Code of Conduct policy for first reading approval, with the suggested changes. Robin seconded the motion. The motion carried.

Policy Council Elections Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes. Dana W moved to approve the Policy Council Elections policy for first reading approval, as presented. Robin seconded the motion. The motion carried.

Policy Council Chairperson Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes. Discussion followed. She will check if the policy includes language regarding the Chairperson's participation on the interview committee and possibly add the language. Robin moved to approve the Policy Council Chairperson policy for first reading approval, with the suggested change, if needed. Dana N seconded the motion. The motion carried.

Policy Council Treasurer Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes. Discussion followed. It was suggested that we clarify the acronyms in the policy. Dana W moved to approve the Policy Council Treasurer policy for first reading approval, with the suggested change. Robin seconded the motion. The motion carried.

Policy Council Secretary Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes. Discussion followed. It was suggested that we clarify the acronyms in the policy. Dana N moved to approve the Policy Council Secretary policy for first reading approval, with the suggested change. Dana W seconded the motion. The motion carried.

Policy Council Finance Committee Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes. Discussion followed. It was suggested that we clarify the CAP acronym in the policy.

Dana W moved to approve the Policy Council Finance Committee policy for first reading approval, with the suggested change. Robin seconded the motion. The motion carried.

Policy Council North Dakota Head Start Association Representative Policy: Jennifer Braun, Head Start/Early Head Start Director, reported that there were no suggested changes.

Marreysa moved to approve the Policy Council North Dakota Head Start Association Representative policy for first reading approval, as presented. 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: Early Head Start June Key Indicators, June Program Summary, Attendance Analysis, and Resignations/Staff changes. Highlights included: They started 2016-2017 Head Start registrations. Misty, our Health Coordinator is doing vision and hearing screenings at registration if the children come to registration. We had 32 Head Start openings in June for the 2016-2017 school year. Early Head Start was under enrolled in June (61 children). Resignations include: Taylor Krieg, home visitor; Kelly Bergman, Head Start teaching assistant; and Kinsey Benz, Early Head Start education coordinator. Kinsey will remain as a teaching assistant sub. The Director's report was filed.

Director's Monthly Information: Jennifer Braun, Head Start/Early Head Start Director, reviewed the What is the PIR and Why is it Important monthly training information. Highlights included: PIR stands for Program Information Report. It is a data tracking tool required by Head Start for all Head Start and Early Head Start programs. Policy Council members review our PIR data monthly in the Key Indicators report. Areas tracked include: Program Information, Program Staff and their Qualifications, and Child and Family Services data. The report is submitted to Head Start by August 1. The Office of Head Start, the Regional Office and our Training/Technical Assistance group review our PIR report. They look for areas that we need to improve and what trainings we can access.

Parent Committee: There were no Parent Committee meetings this month.

Reports from Community Members:

Dana W reported that DSU is hosting the outdoor movie, Pan, tonight at the Biesiot Activities Center. Robin and Stacey reported that the KIDS Program is extremely busy. They are serving about 200 children and continue to receive referrals. They are seeing more county involvement, foster children, auto qualifying, etc.

Other:

Recruiting New Parent Representatives for Policy Council: Discussion was held regarding how to encourage and recruit parent representatives from each classroom for Policy Council. Possible ideas include: new handouts, posters, Policy Council members talking at parent meetings and in the multipurpose room while waiting for their children, possibly making a short video clip for our websites and Face Book, holding a Policy Council meeting at an open house, picnic or family event. Policy Council members suggested we tell parents that Policy Council gives parents a voice on how Head Start runs, they approve staff hires, function similar to a school board, and to get involved in their child's education, etc. Non Head start parents can't be a parent representative on Policy Council because of the Head Start performance standards. We will see what we can do to recruit parents.

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

Next meeting: The next Policy Council meeting is scheduled on Tuesday, August 23 at 4 pm.

Adjournment: The meeting was adjourned at 5:05 pm.

Submitted by:

Kristy Seidel, Secretary

Date