



Community Action Partnership
Head Start/Early Head Start Policy
Council

Minutes

In Person and Zoom
October 13, 2021
3:00 p.m.



Members Present in Person: None

Members Present Via Zoom: Andrea Huschka, Stacy Kilwein, Levi Long, Emily Gran

Absent: Jocelyn Wilson

Staff Present: Jennifer Braun (HS/EHS Director), Erv Bren (CAP Executive Director)

Quorum Met: Yes

Call to Order: The meeting was called to order by Andrea Huschka, Policy Council Chairperson, at 3:00 p.m.

Minutes: The minutes from the September 8, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Emily Gran, Treasurer, reviewed the Financial Reports.

Head Start Financial Report – August 2021 – The total remaining in the grant is \$572,968.19 with current month expenditures at \$45,305.90. Administrative costs are at 11%. Current monthly In-kind is at \$15,444.14.

Early Head Start Financial Report – August 2021 - The total remaining in the grant is \$531,295.06 with current month expenditures at \$75,475.24. Administrative costs are at 12%. Current monthly In-kind is at \$34,216.58.

Head Start Financial Report – COVID Dollars – August 2021 – The total remaining in the grant is \$37,943.51 with current month expenditures at \$4,222.31. This grant does not require a Non-Federal Share (In Kind) match.

Early Head Start Financial Report – COVID Dollars – August 2021- The total remaining in the grant is \$58,660.46 with current month expenditures at \$1,190.80. This grant does not require a Non-Federal Share (In Kind) match.

Head Start Financial Report – ARP COVID Dollars – August 2021 – The total spent in this grant is \$94,272.37, with current month expenditures at \$47,074.28. This grant does not require a Non-Federal Share (In Kind) match.

CAP Credit Card Statement: Jennifer reviewed the Head Start/Early Head Start charges.

USDA Report: We received \$1,961.99 in August 2021 for the food the children in the program ate.

CAP Governing Board Report: Erv Bren, CAP Executive Director, reviewed the minutes from the September 28, 2021 Governing Board meeting. Some key highlights from the meeting include: The Board approved an agency Health Savings Account, allowing a maximum monthly match from the agency at \$50; three Board terms are up in December – Erv will meet with those members and discuss if they would like to continue; the Board completed their annual evaluation on Erv, and it went great; and the next Board meeting is scheduled for Tuesday, November 23, 2021, from 10am-12pm at Community Action Partnership.

Unfinished Business

Second Reading of Policies: N/A

New Business

Approval of HS/EHS Continuation Grant: Jennifer reviewed the HS/EHS Continuation Grant for the 2022-2023 program year. Stacy motioned to approve the grant. Emily seconded the motion. The motion was carried.

Approval of HS/EHS Training Plan for 2021-2022: Jennifer reviewed the Training Plan for 2021-2022. Emily motioned to approve the plan. Levi seconded the motion. The motion was carried.

Approval of HS Teaching Assistant. Jennifer gave a brief bio on Patty Fuentes. Stacy motioned to approve hiring Patty Fuentes for the HS Teaching Assistant position. Emily seconded the motion. The motion was carried.

First Reading of Policies

Field Trip, Holiday, Pet, Philosophy, Photography, and Toy Policies. Jennifer reviewed the Field Trip, Holiday, Pet, Philosophy, Photography, and Toy Policies. No suggested changes for any of the policies. Emily motioned to approve the Field Trip, Holiday, Pet, Philosophy, Photography, and Toy policies. Levi seconded the motion. The motion was carried.

Directors Report: The Director's Report included Key Indicators (August); Program Summary (August); Attendance Analysis (September); Staff Changes/Resignations; HS/EHS Program Goals Update; Notice of FA1; ACF-IM-HS-21-05; 2020-2021 Annual Report; 2020-2021 EHS School Readiness Report.

The Key Indicators for Early Head Start for August are the start of the 2021-2022 program year. Through the month of August, enrollment was at 58, with 11 children aging out or leaving the program. Six children speak a language other than English in the home. 65% of EHS families are receiving WIC and 34% are receiving SNAP.

All Head Start/Early Head Start staff completed orientation for the new program year in August. The program brought in Niki Spears, co-founder of Culture Cre8ion to complete a training on positivity and mental health. The HS Education Coordinator completed a training with all HS and Special Education staff on Inclusive Classrooms. EHS teaching staff participated in a TLC coaching session in August.

Staff resignations were received from Ashley Kostelecky, EHS Infant/Toddler Teacher (effective October 18) and Stacey Kuntz, HS/EHS Health Coordinator (effective October 29). A Policy Council member resignation was also received from Holly Ebner, Secretary.

Updates from the 2020-2021 program year were explained for each program goal and objective. Most areas are meeting the goal as written, with other areas still needing improvement.

The Program will participate in the Focus Area 1 Review the week of October 25, 2021.

An Information Memorandum was released on September 27, 2021, regarding what programs can do to support staff in their own health, mental health, and wellness. Included in the memorandum were suggested ways programs can support staff in their health and wellness. Some suggestions include providing compensation for staff for receiving the COVID-19 vaccine; ensuring a program-wide culture is in place that promotes children's mental health, social and emotional well-being and overall health.

The 2020-2021 Annual Report was distributed to all members. Will be distributed to all families and community partners as well.

The Early Head Start program met their school readiness goals in all areas each period in 2020-2021 program year.

Parent Committee Minutes: Jennifer shared the Parent Committee minutes from Kelsey, Stacey, Brittnee, Irelynn, and Kim's classrooms were included in the packet.

Reports from Committee Members: Stacy Kilwein reminded all members that West Dakota Parent and Family Resource Center has sessions on Love and Logic and Gearing Up for Kindergarten going on. Stacy shared she is taking more Gearing Up for Kindergarten families! Andrea requested the possibility of looking in to a virtual option for Gearing Up so families who may be in quarantine or worried about the spread of COVID could also participate.

Announcements: Policy Council members were reminded to fill out the In Kind forms. Stacey Kern will mail them to you along with a stamped, self-addressed envelope.

Next meeting: The next Policy Council meeting is scheduled for November 10, 2021 at 3:00pm in person and via Zoom.

Adjournment: The meeting was adjourned at 4:15 pm.

Submitted by:

Andrea Huschka, Chairperson

Date