



Community Action Partnership
Head Start/Early Head Start Policy Council

Minutes

Via Zoom

Date: May 12, 2021

Time: 3:00 p.m.



Members Present Via Zoom: Andrea Fox, Levi Long, Emily Gran

Absent: Bonnie Wells, Jocelyn Wilson, Stacy Kilwein, Holly Ebner

Staff Present: Jennifer Braun (HS/EHS Director)

Quorum Met: Yes

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

Minutes: The minutes from the April 21, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Emily Gran reviewed the Financial Report.

Head Start Financial Report – March 2021 – The total remaining in the grant is \$1,009,813.01 with current month expenditures at \$162,695.15. Administrative costs are at 8%. Current monthly In-kind is at \$3,476.48 .

Early Head Start Financial Report – March 2021 - The total remaining in the grant is \$933,518.06 with current month expenditures at \$103,234.69. Administrative costs are at 12%. Current monthly In-kind is at \$1,617.23.

Head Start Financial Report – COVID Dollars – March 2021 – The total remaining in the grant is \$61,996.30 with current month expenditures at \$2,025.81. This grant does not require a Non-Federal Share (In Kind) match.

Early Head Start Financial Report – COVID Dollars – March 2021 - The total remaining in the grant is \$71,180.93 with current month expenditures at \$1,895.49. This grant does not require a Non-Federal Share (In Kind) match.

USDA Report: We received \$10,968.33 in April for the food the children in the program ate.

CAP Credit Card Statement: No credit card statement to share this month.

Unfinished Business

Second Reading of Policies – Jennifer reviewed the policies and any changes.

Homeless Policy: Jennifer reviewed the Homeless Policy. Jennifer shared information was added from a Program Instruction that was released in 2019 related to Kinship Care. Some examples of circumstances leading a child to kinship care include economic hardship, substance misuse, or incarceration. If the child is living with non-parent relative for these or similar reasons, the child may be considered homeless and then would be eligible for Head Start. Emily motioned to approve the Homeless Policy. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

Parent Standard of Conduct: Jennifer reviewed the Parent Standard of Conduct. No change made to the Parent Standard of Conduct. Levi motioned to approve the Parent Standard of Conduct. Emily seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

Transportation Policy: Jennifer reviewed the Transportation Policy. No changes made to the Transportation Policy. Emily motioned to approve the Transportation Policy. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

New Business

Approval of Head Start Teaching Assistant: Lacie Herbert was hired for the Head Start Teaching Assistant position. Jennifer said Lacie is working out well. Emily motioned to approve Lacie Herbert as Head Start Teaching Assistant. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

First Reading of Policies

Child Care and Travel Voucher: Jennifer reviewed the Child Care and Travel Voucher. No changes made to the Child Care and Travel Voucher Policy. Emily motioned to approve the policy. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner

Naye-

Abstain-

The motion was carried.

Confidentiality Policy and Agreement: Jennifer reviewed the Confidentiality Policy and Agreement. No changes made to Confidentiality Policy and Agreement. Levi motioned to approve the Confidentiality Policy and Agreement. Emily seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

Fundraiser Guidelines Procedure: Jennifer reviewed the Fundraiser Guidelines Procedure. No change made to the Fundraiser Guidelines and Procedure. Emily motioned to approve the procedure. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

Impasse-Internal Dispute Resolution Policy: Jennifer reviewed the Impasse-Internal Dispute Resolution Policy. No changes made to the Impasse-Internal Dispute Resolution Policy. Emily motioned to approve the Policy. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

Parents Rights and Responsibilities: Jennifer reviewed the Parents Rights and Responsibilities. No changes made to the policy. Emily motioned to approve the procedure. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

Step Patents and Nonresidential Parents' Policy: Jennifer reviewed the Step Parents and Nonresidential Parents' Policy. Jennifer shared the suggested changes regarding biological parents making changes to the child's emergency card. Emily motioned to approve the procedure. Levi seconded the motion.

Aye- Stacy Kilwein, Emily Gran, Holly Ebner, Jocelyn Wilson

Naye-

Abstain-

The motion was carried.

Directors Report: The Director's Report included Key Indicators; Program Summary; Attendance Analysis; Staff Changes/Resignations; ACF-MI-HS-21-01; Kindergarten Transition Committee Meeting (DPS); Notice of Award-COVID Funding; ACF-PI-HS-21-03; CLSD Audit Report.

Total cumulative new enrollment for Head Start for April 2021 is four students. All four children speak English. 88% of students have health insurance. 93% of students have ongoing source of continuous, accessible health care. 59% of children are up to date on health care well child checks. 95% of children are up to date on all immunizations. 78% of children have continuous dental care provided by a dentist. 40% of children enrolled are on an IEP. 107 families are enrolled. 49 families are two-parent families and 58 families are single-parent families. 23% of families are receiving WIC and 18% of families are receiving SNAP. April Head Start attendance in Dickinson Center Base was 87%.

Total cumulative new enrollment for Early Head Start for April 2021 is three. Total number of pregnant women enrolled is one. The number of new children enrolled that speak English is two. 82% of students have health insurance. 81% of students have an ongoing source of continuous, accessible health care. 70% of students are up to date on well child checks. 90% of children have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age. 70 families are enrolled. 22 families are two-parent families and 46 are single-parent families. 51% of families are receiving WIC and 30% are receiving food stamps. Early Head Start attendance was at 86% for April.

In the Program Summary, the ACF-IM-HS-21-01 information memorandum was released in April. It provided an update on COVID-19 Fiscal and Administrative Flexibilities. There is a list of flexibilities that could be awarded to programs.

The Dickinson Rotary Club has once again partnered with Early Childhood Center/Head Start program and purchased the book, Dog on a Frog for every ECC/Head Start enrolled child. Due to COVID, the book was read to the classrooms via Zoom.

A literacy audit was conducted at the Early Childhood Center/Head Start program as part of the requirement for the ND Comprehensive Literacy Grant. The auditors spent three days observing and interviewing staff.

Early Head Start teachers and home visitors attended literacy coaching on April 9, 2021. The Early Head Start teaching staff attended an introduction to Teachers Learning and Collaborating on April 16, 2021.

Attendance for Irelynn's classroom in April was 81%, Kelsey's classroom was 80%, Stacey's classroom was 84% and Desi/Bridgette's classroom was 78%.

ACF-IM-HS-21-01 describes how the Office of Head Start would implement provisions. OHS recognizes delivery of Head Start and Early Head Start services, including family supports, during the COVID-19 pandemic is both challenging and complex, especially when many families are isolated and may have experienced job loss, evictions.

Julie hosted a tour of the ECC/Head Start and Early Head Start buildings for Kindergarten Transition Collaboration with Laura Leiss and Amanda Hlebechuck. Both expressed excitement in the alignment of ECC/Head Start to kindergarten

expectations and would like to develop a deeper collaboration between ECC/Head Start and Kindergarten teachers.

Notice of Award -COVID Funding granted April 24, 2021.

ACF-PI-HS-21-03 The Office of Head Start encourages additional weeks of Head Start and Early Head Start programming with this funding, through summer programs or as extensions of the program year.

Reports from Parent Policy Council Members: Andrea shared she is the new breastfeeding mentor at WIC.

Reports from Committee Members: Emily shared that USpireND is hiring in the Grand Forks and Bismarck areas, and Dickinson will be the next group to rehire. The Health Families team in Dickinson would like to do an open house for USpireND sometime this summer.

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

Next meeting: The next Policy Council meeting is scheduled for June 9, 2021 at 3:00pm via Zoom.

Adjournment: The meeting was adjourned at 4:00 pm.

Submitted by:

Holly Ebner, Secretary

Date