



Community Action Partnership  
Head Start/Early Head Start Policy Council

**Minutes**

Via Zoom

Date: July 21, 2021

Time: 3:00 p.m.



**Members Present in Person:** Stacy Kilwein

**Members Present Via Zoom:** Andrea Fox, Holly Ebner, Levi Long

**Absent:** Jocelyn Wilson, Emily Gran

**Staff Present:** Jennifer Braun (HS/EHS Director), Erv Bren, (CAP Executive Director), Stacey Kern (Administrative Assistant)

**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 June 9, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

The minutes from the special Policy Council meeting on June 25, 2021 were reviewed. No corrections were made. The special Policy Council meeting minutes were approved.

**Committee Reports:**

**Finance Report:** Jennifer, in the absence of Emily Gran, Treasurer, reviewed the Financial Report.

**Head Start Financial Report – May 2021** – The total remaining in the grant is \$791,464.46 with current month expenditures at \$131,852.26. Administrative costs are at 8%. Current monthly In-kind is at \$4,989.80.

**Early Head Start Financial Report – May 2021** - The total remaining in the grant is \$768,875.22 with current month expenditures at \$84,528.92. Administrative costs are at 12%. Current monthly In-kind is at \$8,422.24.

**Head Start Financial Report – COVID Dollars – May 2021** – The total remaining in the grant is \$52,318.51 with current month expenditures at \$5,352.26. This grant does not require a Non-Federal Share (In Kind) match.

**Early Head Start Financial Report – COVID Dollars – May 2021** - The total remaining in the grant is \$65,837.31 with current month expenditures at \$4,447.17. This grant does not require a Non-Federal Share (In Kind) match.

**CAP Credit Card Statement:** NA

**CAP Governing Board:** Jennifer, in the absence of Erv Bren, reviewed the CAP Governing Board. Jennifer reminded everyone, the next CAP Governing Board meeting in Medora on July 27, 2021. Policy Council members are welcome to attend.

### **Unfinished Business**

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

**Grievance Policy:** Jennifer reviewed the Grievance Policy. No changes made to the Grievance Policy. Stacy motioned to approve the procedure. Holly seconded the motion. The motion was carried.

### **New Business**

**Ratification of Approval of Head Start children at over 130% Medically Underserved Percentage, Medically Underserved children between 101-130% for Fall of 2021:** Jennifer reviewed each ratification of approval from the special meeting that was held June 25, 2021. Holly motioned to approve. Stacy seconded the motion. The motion was carried.

**Ratification of Approval of Change of Scope (LDO) Grant:** Jennifer reviewed the Change of Scope (LDO) Grant that was sent out to each member. Holly motioned to approve. Stacy seconded the motion. The motion was carried.

**Approval of Head Start Teacher:** Jennifer gave a brief bio of Irlynn Smith and her previous position at Head Start. Holly motioned to approve the procedure. Stacy seconded the motion. The motion was carried.

#### **First Reading of Policies**

**Eligibility and Intake Policy:** Jennifer reviewed the Eligibility and Intake Policy. No changes made to the Eligibility and Intake Policy. Stacy motioned to approve the procedure. Holly seconded the motion. The motion was carried.

**Policy Council Chairperson, Policy Council Elections, Policy Council North Dakota Head Start Association Representative, Policy Council Secretary, Policy Council Treasurer, and Shared Governance policies:** Jennifer reviewed and gave a description of each. Holly motioned to approve the procedure. Stacy seconded the motion. The motion was carried.

**Policy Council Code of Conduct:** Jennifer reviewed the changes made to the Policy Council Code of Conduct. A Policy Council member suggested a change to the Policy Council Code of Conduct. The policy stated, under no circumstances will the following behaviors be allowed: Doing things that are against center safety practices and policies. The policy will be changed to: Acting in ways that are beyond the safety

practices and policies. Holly motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Policy Council Finance Committee:** Jennifer reviewed the changes made to the Policy Council Finance Committee. The terms for running was changed from November 1 through October 31 to January 1 through December 31. A suggestion was made to change the terms for running to match the grant. February 1 through January 31. Holy motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Policy Council Job Description:** Jennifer reviewed the changes to the Policy Council Job Description. Attendance by an online platform such as Zoom or Microsoft TEAMS was added. Holly motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Policy Council Policies and Procedures:** Jennifer reviewed the changes made to the Policy Council Policies and Procedures. Stacy motioned to approve the procedure. Levi seconded the motion. The motion was carried.

**Directors Report:** The Director's Report included Key Indicators; Program Summary; Attendance Analysis (EHS Only); Staff Changes/Resignations; HS School Readiness Report (2020-2021); EHS School Readiness Report, Period 3; Annual Funding Guidance Letter (2022-2023); COLA Notice of Award (2021).

Total cumulative new enrollment for Early Head Start for June 2021 was 2. Total number of infants/toddlers who left the program any time after classes or home visits began and did not re-enroll was 4. Two children aged out of the program. One child entered the Head Start program. One child did not enter another early childhood program. Of the two new students, one speaks English, the other speaks an African language. 93% of children are with health insurance. 91% of children have ongoing source of continuous, accessible health care provided by a provider that maintains their ongoing health record. 80% of children are up to date on their well checkups. 48% of children are enrolled in the program who had an IFSP at any time during the enrollment year. 52% of children are receiving WIC, 29% of children are receiving food stamps.

In the Program Summary for June, registrations and intakes are occurring with the goal to start the year fully enrolled at 128 children. In the Family Partnership Program Summary, during the school year, 81 of the 111 family goals were met leaving Family Partnership a 73% goal achievement rate. In the Education Component Program Summary, the Early Head Start teaching staff participated in the TLC Group Sessions on June 10<sup>th</sup> and 30<sup>th</sup>. Focusing on fostering connection with the children in their classrooms and social and emotional support.

Early Head Start Attendance for June in the Caterpillar classroom was 83%.

In the Annual Funding Guidance Letter (2022-2023) an application for funding for the upcoming budget period needs to be submitted by November 1, 2021. A letter from the Office of Head Start breaks down the funding for Head Start and Early Head Start for Program Operations and Training and Technical Assistance.

CAP Head Start School Readiness Report 2020-2021, children ages 3-5 were assessed using High Scope Child Observation Record (COR) throughout the 2020-2021 school year. Period 3, 118 children were included for assessment. 15 of those children speak English, 45 children or 38% are on an IEP. The goal to strive for 60% of Kindergarten Eligible children to score at a 4 or higher by the time they leave out program; indicating they are school ready.

CAP Early Head Start School Readiness Report 2020-2021, children ages 0-3 were assessed using the High Scope Child Observation Record (COR) throughout the 2020-2021 school year. Period 3, 55 children were included for assessment. 16 children enrolled after March 1<sup>st</sup> and 1 child dismissed. 7 children speak English, 20 children are on and IFSP. Children entered the program with an average score across the 8 COR categories of 1.74 out of a possible 7 across the 8 domains. The goal to strive for 60% of Preschool Eligible children will score at a 2 or higher by the time they leave out program; indicating they are school ready.

Department of Health and Human Services Notice of Award Letter, COLA. Jennifer reviewed the summary of the grant award.

**Reports from Parent Policy Council Members:** None

**Reports from Committee Members:** None

**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 Aug 11, 2021 at 3:00pm in person and via Zoom.

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

**Submitted by:**

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Holly Ebner, Secretary

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Date