



Community Action Partnership
Head Start/Early Head Start
Policy Council Minutes
February 8, 2023
Via Zoom

Members Present Via Zoom: Ashley Keplinger, Andrea Huschka, and Jamie Thomas

Absent: Peter Pollino

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

Quorum Met: Yes

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

Minutes: The minutes of the January 18, 2023 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Ashley Keplinger, Treasurer, provided the Financial Report.

Head Start Financial Report – December, 2022 with grant end date of January 31, 2023 - The total remaining in the grant was \$117,513.47 with current month expenditures at \$126,952.41. Administrative costs were at 8%. In-kind was at \$58,490.98.

Early Head Start Financial Report – December 2022 with grant end date of January 31, 2023 - The total remaining in the grant was \$371,723.68 with current month expenditures at \$51,906.26. Administrative costs were at 11%. In-kind was at \$71,145.97.

Head Start COVID ARP Funds – December, 2022 with grant end date of March 2023 – Amount in grant was overspent by \$52,917.82.

Early Head Start COVID ARP Funds - December, 2022 with grant end date of March 2023 – \$22,873.60

USDA – January, 2023 report not available.

Credit Card Report - Jennifer Braun, HS/EHS Director, shared the CAP credit card statement.

CAP Governing Board - Erv Bren, CAP Executive Director, shared the last CAP Governing Board meeting was on January 24, 2023, and the next CAP Governing Board meeting will be on March 28, 2023 at 10am. At the last Governing Board meeting, the board approved the CAP Agency Audit and 990. On February 16, there will be another board training on Share Point.

Unfinished Business

Second Reading of Policies

Staff Standards of Conduct Policy - Jennifer Braun, HS/EHS Director, shared she reviewed the Pyramid Model Implementation Benchmarks of Quality and added verbiage. Ashley motioned to approve the second reading of the Staff Standards of Conduct Policy. Andrea seconded the motion. The motion carried.

New Business

Approval of CAP Agency Audit and 990 – Erv Bren, CAP Executive Director, shared the CAP Agency Audit and the 990 report. Ashley motioned to approve the CAP Agency Audit and the 990. Andrea seconded the motion. The motion carried.

Approval of Policy Council Parents and Community Members - Jennifer Braun, HS/EHS Director, shared the recommendation to approve Head Start Parent Representatives: Jamie Thomas –Hettinger County Head Start classroom representative and Peter Pollino - Stacey Dickinson Head Start classroom representative, and Ashley Keplinger - Early Head Start Home Base representative. Jennifer shared the recommendation to approve Andrea Huschka as a Community Representative. Ashley motioned to approve Jamie Thomas, Peter Pollino and herself as Parent Representatives and Andrea Huschka as Community Representative. Andrea seconded the motion. The motion carried.

Approval of Head Start Teaching Assistant Substitute- Jennifer Braun, HS/EHS Director, shared the recommendation to hire Sara McPhersen as Head Start Teaching Assistant Substitute. Ashley motioned to approve Sara McPhersen as the Head Start Teaching Assistant Substitute. Jamie seconded the motion. The motion carried.

First Reading of Policies

Communication and Data Management Policy - Jennifer Braun, HS/EHS Director, shared the recommendation of taking out Dickinson Public School (DPS)

Staff requirements as they are no longer a partner with the Head Start Program. Also, that the Coordinator Meetings are no longer recording the minutes and sending to staff. Added was The CAP Governing Board minutes are now shared with Policy Council. Ashley motioned to approve the first reading of the Communication and Data Management Policy. Jamie seconded the motion. The motion carried.

Enrollment/Recruitment Policy - Jennifer Braun, HS/EHS Director, shared there are no recommended changes to the Enrollment and Recruitment Policy. Discussion was had to recommend changing a teen from age 18 and older to 20 and older. Ashley motioned to approve the first reading of the Enrollment and Recruitment Policy as is, with the agreement to discuss the age change at the next meeting. Jamie seconded the motion. The motion carried.

Early Head Start Center Based Eligibility Points - Jennifer Braun, HS/EHS Director, shared there are no recommended changes to the Early Head Start Center Based Eligibility Points. Discussion was had to recommend changing a teen from age 18 and older to 20 and older. Ashley motioned to approve the first reading of the Early Head Start Center Based Eligibility Points as is, with the agreement to discuss the age change at the next meeting. Jamie seconded the motion. The motion carried.

Self-Assessment Policy - Jennifer Braun, HS/EHS Director, shared the recommendation to take out one Head Start teaching assistant “per Head Start classroom” to only one Head Start teaching assistant total. Ashley motioned to approve the first reading of the Self-Assessment Policy. Jamie seconded the motion. The motion carried.

Staff Qualifications and Professional Development Procedure - Jennifer Braun, HS/EHS Director, shared the recommendation to add “and/or Health Office Assistant” will monitor when a staff is due for CPR and First Aid training under the Health Services Staff area.

Directors Report: Directors Report: Jennifer Braun, HS/EHS Director, shared the January Key Indicators; the January Program Summary; January Attendance Analysis; Staff Changes/Resignations the Notice of Award for the Locally Designed Option Waiver, the Notice of Award for the Head Start Enrollment Reduction request, and the Notice of Award for the 2023-2024 Non-Competing Continuation Grant.

Parent Committee Minutes - No Parent Committee meeting to report.

Reports from Policy Council Parent Representatives: No reports from Policy Council Parent Representatives

Announcements: Jules will send out the In-Kind Forms, the Policy Council Confidentiality Agreement, Policy Council Job Descriptions and Policy Council Code of Conduct to be signed and returned with a return envelope.

Next Meeting Date: The next Policy Council meeting is scheduled for March 8, 2023 at 3:00pm at the Early Head Start Center or on Zoom.

Adjournment – Andrea Huschka adjourned the meeting at 4:20pm

Submitted by:

Date