



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

**Members Present Via Zoom:** Ashley Keplinger and Jamie Thomas

**Absent:** Peter Pollino, Andrea Huschka, and Stacy Kilwein

**Staff Present:** Jennifer Braun (HS/EHS Director), Julie Biel (HS/EHS Administrative Assistant), Erv Bren (CAP Executive Director), Brittany Brown (HS/EHS Family Partnership Coordinator)

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Jennifer Braun, HS/EHS Director, in lieu of Andrea Huschka Policy Council Chairperson, at 3:00p.m.

**Minutes:** The minutes of the February 8, 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. The full financial report could not be given, as the most up to date ledgers had not been sent from the Fiscal department at the time of the meeting.

**USDA** – January, 2023 funds received for the month were \$9,724.79.

**CAP Governing Board** - Erv Bren, CAP Executive Director, shared the next CAP Governing Board meeting will be on March 28, 2023 at 10am at the CAP building. All Policy Council members are welcome to attend.

**Unfinished Business**

**Second 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 second reading of the

Communication and Data Management Policy. Jamie seconded the motion. The motion carried.

**Enrollment/Recruitment Policy** - Jennifer Braun, HS/EHS Director, shared suggested changes to the Enrollment and Recruitment Policy was to change a teen from age 18 and older to 19 and older, based on discussions from the last Policy Council meeting. Ashley motioned to approve the second reading of the Enrollment and Recruitment Policy. Jamie seconded the motion. The motion carried.

**Early Head Start Center Based Eligibility Points** - Jennifer Braun, HS/EHS Director, shared the suggested changes to the Early Head Start Center Based Eligibility Points. The recommendation is to change a teen from age 18 and older to 19 and older. Ashley motioned to approve the second reading of the Early Head Start Center Based Eligibility Points. 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 second 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. Ashley motioned to approve the second reading of the Staff Qualifications and Professional Development Procedure. Jamie seconded the motion. The motion carried.

## **New Business**

**Approval of Early Head Start Infant/Toddler Teacher-** Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Vanessa Rehbein as an Early Head Start Infant/Toddler Teacher. Ashley motioned to approve Vanessa Rehbein as an Early Head Start Infant/Toddler Teacher. Jamie seconded the motion. The motion carried.

**Approval of Head Start/Early Head Start Teaching Assistant Substitute** - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Lori Wentz as a Head Start/Early Head Start Teaching Assistant Substitute. Ashley motioned to approve Lori Wentz as a Head Start/EHS Head Start Teaching Assistant. Jamie seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistant-** Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Kayla Meschke as a Head Start Teaching Assistant. Ashley motioned to approve Kayla Meschke as a Head Start Teaching Assistant. Jamie seconded the motion. The motion carried.

### **First Reading of Policies**

**Eligibility and Intake Policy** - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. Ashley motioned to approve the first reading of the Eligibility and Intake Policy. Jamie seconded the motion. The motion carried.

**Program Planning and Timeline** - Jennifer Braun, HS/EHS Director, shared there are no recommended changes. Ashley motioned to approve the first reading of the Program Planning and Timeline Policy. Jamie seconded the motion. The motion carried.

**Staff Income Determination and Verification Acknowledgement Form** - Jennifer Braun, HS/EHS Director, shared there are no recommended changes. Ashley motioned to approve the first reading of the Staff Income Determination and Verification Acknowledgement Form. Jamie seconded the motion. The motion carried.

**Directors Report: Directors Report:** Jennifer Braun, HS/EHS Director, shared February Head Start Attendance Analysis; the ACF-PI-HS-23-02 Program Instruction for the 2023 Head Start Funding Increase, and the CAP Head Start School Readiness Report 2022-2023 for Period 2.

**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 with a return envelope.

**Next Meeting Date:** The next Policy Council meeting is scheduled for April 12, 2023 at 3:00pm at the Early Head Start Center or on Zoom.

**Adjournment** – Jennifer Braun adjourned the meeting at 3:34pm.

**Submitted by:**

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Ashley Keplinger, Treasurer

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Date