



Community Action Partnership
 Head Start/Early Head Start
Policy Council Minutes
 May 17, 2023
 Via Zoom and at the EHS Building

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

Absent: Peter Pollino, Stacy Kilwein

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

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 April 12, 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 – March, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$1,122,152.78 with current month expenditures at \$111,971.60. Administrative costs were at 10%. In-kind was at \$6,209.45

Early Head Start Financial Report – March, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$984,587.53 with current month expenditures at \$87,012.71. Administrative costs were at 13%. In-kind was at \$4,521.19

Head Start Financial Report – March, 2023 with grant end date of January 31, 2023 - The grant was overspent at \$39,147.23. Administrative costs were at 6%. In-kind was at \$78,320.41. It was shared that the Head Start and Early Head Start grant is one pocket of money, and the left over funds in Early Head Start will cover the overspent funds.

Early Head Start Financial Report – March, 2023 with grant end date of January 31, 2023 - The total remaining in the grant was \$240,003.56 with current month expenditures at \$887,891.44. Administrative costs were at 10%. In-kind was at \$98,434.82.

Head Start COVID ARP Funds – Grant ended March 31, 2023. Grant was overspent by \$52,917.82.

Early Head Start COVID ARP Funds - Grant ended March 31, 2023. Amount remaining in grant is \$22,873.60

USDA – March, 2023 funds received for the month were \$12,112.55. April, 2023 funds received for the month were \$10,659.45.

CAP Governing Board – Jennifer Braun, HS/EHS Director shared, that the next CAP Governing Board Meeting will be Tuesday, May 23, 2023 at 10am at the Community Action Partnership main office. All Policy Council members are welcome to attend.

Unfinished Business

Second Reading of Policies

Homeless Policy - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Ashley motioned to approve the second reading of the Homeless Policy. Jamie seconded the motion. The motion carried

Parent Standards of Conduct - Jennifer Braun, HS/EHS Director, shared there were no recommended changes. The group then discussed changing “Smoking” to be “Smoking or smokeless tobacco products, including vapes and electronic cigarettes”. Ashley motioned to approve the second reading of the Parent Standards of Conduct with the new suggested changes. Jamie seconded the motion. The motion carried.

Transportation Policy - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Ashley motioned to approve the second reading of the Transportation Policy. Jamie seconded the motion. The motion carried.

New Business

Approval of 2023 Policy Council Members – Jennifer Braun, HS/EHS Director, shared the positions for approval are: Chairperson, Vice Chairperson, Secretary, and Treasurer. It was voted that Andrea Huschka remain Chairperson, Ashley

Keplinger will remain Treasurer and Jamie Thomas will be Secretary. Since there was not a fourth to be Vice Chairperson, both Ashley or Jamie could fill that role if the Chairperson is absent.

Approval of Head Start/Early Head Start Teaching Assistant Substitute –

Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Sahra Henriquez Lopez as a Head Start/Early Head Start Teaching Assistant Substitute. Ashley motioned to approve Sahra Henriquez Lopez as a Head Start/Early Head Start Teaching Assistant Substitute. Jamie seconded the motion. The motion carried.

First Reading of Policies

Child Abuse and Neglect Policy - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Ashley motioned to approve the first reading of the Child Abuse and Neglect Policy. Jamie seconded the motion. The motion carried.

Child Care and Travel Vouchers - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Ashley motioned to approve the first reading of the Child Care and Travel Vouchers. Jamie seconded the motion. The motion carried.

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

Fundraiser Guidelines for Parent Committee - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Ashley motioned to approve the first reading of the Fundraiser Guidelines for Parent Committee. Jamie seconded the motion. The motion carried.

Parents Rights and Responsibilities - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Ashley motioned to approve the first reading of the Parents Rights and Responsibilities. Jamie seconded the motion. The motion carried.

Step Parent and Nonresidential Parents' Rights - Jennifer Braun, HS/EHS Director, shared there were no suggested changes. Ashley motioned to approve the first reading of the Step Parent and Nonresidential Parents' Rights. Jamie seconded the motion. The motion carried.

Directors Report: Jennifer Braun, HS/EHS Director, shared March and April Key Indicators; March and April Head Start/Early Head Start Program Summary and the-April Attendance Analysis. There were no Staff Changes/Resignations to report.

Parent Committee Minutes - No Parent Committee meetings to report.

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

Announcements: Jules will send out the In-Kind Forms and the Policy Council Chairperson, Secretary and Treasurer job descriptions to be signed with a return envelope.

Next Meeting Date: The next Policy Council meeting is scheduled for June 14, 2023 at 3:00pm at the Early Head Start Center or on Zoom.

Adjournment – Andrea Huschka adjourned the meeting at 3:41pm.

Submitted by:

Jamie Thomas

Date