



Community Action Partnership
 Head Start/Early Head Start
Policy Council Minutes

October 11, 2023

Via Zoom

Members Present Via Zoom: Andrea Huschka and Jamie Thomas

Members Absent: Ashley Keplinger, Stacy Kilwein

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

Quorum Met: Yes

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

Minutes - The minutes of the September 13, 2023 meeting were reviewed. There was one correction on the USDA August amount. The minutes were approved and filed.

Committee Reports

Finance Report - Jennifer Braun, HS/EHS Director, in lieu of Ashley Keplinger, Treasurer, shared the Finance Report.

Head Start Financial Report – August, 2023 with grant end date of January 31, 2024. The total remaining in the grant was \$740,150.56 with current month expenditures at \$69,049.62. Administrative costs were at 11%. In-kind was at \$30,790.98.

Early Head Start Financial Report – August, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$549,499.42 with current month expenditures at \$116,168.71. Administrative costs were at 10%. In-kind was at \$52,970.73.

USDA - September 2023 report not available

Credit Card statement was provided.

CAP Governing Board – Erv Bren, CAP Executive Director, shared information from the September 26, 2023, meeting. He shared there are four Board members terms expiring on December 2023 – they are as follows: Low-income Representative – Stacy Kilwein; Private Sector – Wendy Hendrickson; Private

Sector – Dawn Pruitt; and Elected Official – Doug Wegh. Each of the Board Members will be contacted by Erv to determine if they are interested in continuing on the Community Action Board of Directors for another 3-year term. The next meeting will be Tuesday, November 28, 2023, at 10am at the Community Action Building. All Policy Council Members are invited to come.

Unfinished Business

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

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

Staff Background Check Policy - Jennifer Braun, HS/EHS Director, shared the recommended change is the North Dakota Bureau of Criminal Investigation (BCI) will forward a written statement of findings to the CAP Executive Assistant via e-mail instead of the HS/EHS Director. Jamie motioned to approve the second reading of the Staff Background Check Policy. Andrea seconded the motion. The motion carried.

New Business

Approval of HS/EHS Continuation Grant- Jennifer Braun, HS/EHS Director, shared the HS/EHS Continuation Grants and program budgets for the 2024-2025 program year. Jamie motioned to approve the HS/EHS Continuation Grant for the 2024-2025 program year. Andrea seconded the motion. The motion carried.

Approval of the 2023-2024 Training Plan - Jennifer Braun, HS/EHS Director, shared the Head Start/Early Head Start Training Plan for 2023-2024. Jamie motioned to approve the Head Start/Early Head Start Training Plan. Andrea seconded the motion. The motion carried.

Approval of HS/EHS Non-Federal Match Waiver Request – Jennifer Braun, HS/EHS Director, shared the Non-Federal Match Waiver Request for FY2023. The program is having a hard time collecting Non-Federal Share since the Dickinson Public School contract was amended in 2022. Jamie motioned to

approve the HS/EHS Non-Federal Match Waiver Request for FY2023. Andrea seconded the motion. The motion carried.

Approval of Policy Council Community Representative – Jennifer Braun, HS/EHS Director, shared with the Policy Council Board moving from a three-year term to a five-year term, she has asked Stacy Kilwein to continue as a voting Policy Council Community Representative. Jamie motioned to approve Stacy Kilwein as the Police Council Community Representative. Andrea seconded the motion. The motion carried.

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

First Reading of Policies

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

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

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

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

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

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

Directors Report - Jennifer Braun, HS/EHS Director, shared the September 2023 Head Start and Early Head Start Key Indicators; The September 2023 Head Start/Early Head Start Program Summary; September 2023 Head Start Attendance Analysis; Staff Changes/Resignations; the Early Head Start School Readiness Report for 2022-2023; the Head Start and Early Head Start Annual Report for 2022-2023; and the Notice of Award for the Enrollment Reduction grant request.

Committee Reports

Parent Committee Reports – There were three committee reports from the Dickinson Head Start center - Cheryl’s open house on September 14, 2023; Irelynn’s open house on September 21, 2023; and Stacey’s open house on September 26, 2023.

Reports from Policy Council Parent Representatives – None to report

Reports from Policy Council Community Representatives – Andrea Huschka reported the United Way Chairperson resigned. If anyone knows of someone who would be interested in this position to have them apply. They are hoping to have a new director by early November.

Announcements – Policy Council members were reminded to fill out the InKind form for this meeting. The form will be mailed to each member along with a stamped, self-addressed envelope

Next Meeting Date – The next Policy Council meeting is scheduled for November 8, 2023 from 3-4pm at the Early Head Start Center or on ZOOM.

Adjournment – Andrea Huschka adjourned the meeting at 3:50pm

Submitted by:

Jamie Thomas, PC Secretary

Date