



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

November 8, 2023

Via Zoom

Members Present Via Zoom: Andrea Huschka (late) and 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 Jennifer Braun, HS/EHS Director in lieu of Andrea Huschka, Policy Council Chairperson, at 3:05pm.

Minutes - The minutes of the October 11, 2023 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports

Finance Report - Jennifer Braun, HS/EHS Director, shared the Finance Report.

Head Start Financial Report – September, 2023 with grant end date of January 31, 2024. The total remaining in the grant was \$628,630.59 with current month expenditures at \$111,519.97. Administration costs were 10%. In-kind was at \$30,790.98.

Early Head Start Financial Report – September, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$437,185.93 with current month expenditures at \$112,313.49. Administrative costs were at 10%. In-kind was at \$52,970.73.

USDA – September, 2023- the amount received was \$10,022.69.

CAP Governing Board – Erv Bren, CAP Executive Director, shared that the next Governing Board meeting will be on Tuesday, November 28 at 10am at the Community Action Partnership Building. All Policy Council members are invited to attend.

Directors Report - Jennifer Braun, HS/EHS Director, shared the September HS/EHS Program Summary; September HS Attendance Analysis; and staff changes and resignations.

Unfinished Business

Second Reading of Policies:

Field Trip Policy – Jennifer Braun HS/EHS Director shared that there are no suggested changes. Stacy motioned to approve the second reading of the Field Trip Policy. Andrea seconded the motion. The motion carried.

Holiday Policy - Jennifer Braun HS/EHS Director shared that there are no suggested changes. Stacy motioned to approve the second reading of the Holiday Policy. Andrea seconded the motion. The motion carried.

Pet Policy - Jennifer Braun HS/EHS Director shared that there are no suggested changes. Stacy motioned to approve the second reading of the Pet Policy. Andrea seconded the motion. The motion carried.

Philosophy Policy - Jennifer Braun HS/EHS Director shared that there are no suggested changes. Stacy motioned to approve the second reading of the Philosophy Policy. Andrea seconded the motion. The motion carried.

Photography Policy - Jennifer Braun HS/EHS Director shared that there are no suggested changes. Stacy motioned to approve the second reading of the Photography Policy. Andrea seconded the motion. The motion carried.

Toy Policy - Jennifer Braun HS/EHS Director shared that there are no suggested changes. Stacy motioned to approve the second reading of the Toy Policy. Andrea seconded the motion. The motion carried.

New Business

Approval of Head Start/Early Head Start Substitute Teaching Assistant- Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Nina Colombo as a Head Start/Early Head Start Substitute Teaching Assistant. Stacy motioned to approve Nina Colombo as a Head Start/Early Head Start Substitute Teaching Assistant. Andrea seconded the motion. The motion carried.

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

First Reading of Policies

Convicted Offender Policy - Jennifer Braun, HS/EHS Director, recommended removing the paragraph: “*The Head Start Education Coordinator will receive a Convicted Offender letter from the Dickinson Public School’s Superintendent’s office when new offenders move into the area.*” She recommended removing this as the previous HS Education Coordinator was also contracted with Dickinson Public Schools. Stacy motioned to approve the first reading of the Convicted Offender Policy as amended. Andrea seconded the motion. The motion carried.

Immunization Policy - Jennifer Braun, HS/EHS Director, shared that there were no recommended changes. Stacy motioned to approve the first reading of the Immunization Policy. Andrea seconded the motion. The motion carried.

Committee Reports

Parent Committee Reports – There were no-Parent Committee meeting minutes to share.

Reports from Policy Council Community Representatives – Andrea Huschka reported that WIC is down to just her and one other person. They are looking to hire someone with a dietary background.

Stacy shared that she will be gone for the next three weeks and maybe longer. She shared she is working on a new event to be held at Legacy Square to make the community aware of fun and safe things to do in Dickinson. She is planning for it to be April 27, 2024. She asked for HS/EHS and other community partners involvement for that day.

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 December 13, 2023 from 3-4pm at the Early Head Start Center or on ZOOM.

Adjournment – Andrea Huschka adjourned the meeting at 3:44pm.

Submitted by:

Jamie Thomas, PC Secretary

Date