



Community Action Partnership
 Head Start/Early Head Start
Policy Council Minutes
 January 17, 2024
 Via Zoom

Members Present Via Zoom: Andrea Huschka, Stacy Kilwein, and Jamie Thomas

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 3:00pm.

Minutes - The minutes of the December 13, 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 in lieu of a Policy Council Treasurer.

Head Start Financial Report – November, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$339,272.85 with current month expenditures at \$117,410.27. Administration costs were 9%. In-kind was at \$38,750.18.

Early Head Start Financial Report – November, 2023 with grant end date of January 31, 2024 - The total remaining in the grant was \$241,578.35 with current month expenditures at \$90,834.57 Administrative costs were at 9%. In-kind was at \$62,635.80.

USDA – December, 2023- the amount received as meal reimbursement was \$8,450.28.

CAP Governing Board – Erv Bren, CAP Executive Director, shared that the next Governing Board meeting will be on Thursday, January 25, 2024, at 10am at the Community Action Partnership Building. All Policy Council members are invited to attend.

Unfinished Business

Second Reading of Policies:

Preventing and Addressing Lead Exposure Policy - Jennifer Braun, HS/EHS Director, shared this is a new policy. The objective is to ensure that all facilities are free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety. This policy will include testing for lead in the drinking water and in paint in the facility. Discussion was had regarding the policy, and it was decided to table the second reading until the next meeting to collect more information for the policy. Jamie motioned to table the policy until the February Policy Council meeting. Stacy seconded the motion. The motion carried.

New Business

Approval of Policy Council Parent Representatives for 2024 Jennifer Braun, HS/EHS Director, shared the following parents were interested in being on Policy Council: Rebecca Zentner - Hettinger County; Miranda Bivert - Irelynn's Head Start Room; and Kristina Kalin- Brittnee's Head Start Room. Jamie motioned to approve Rebecca Zentner, Miranda Bivert, and Kristina Kalin as Policy Council Parent Representatives for 2024. Stacy seconded the motion. The motion carried.

Approval of Policy Council Community Representatives - Jennifer Braun, HS/EHS Director, shared the following community members were interested in being on Policy Council in 2024: Afia Appiagyei, Andrea Huschka, Stacy Kilwein, Carolyn Morowski, and Jamie Thomas. Jamie motioned to approve Afia Appiagyei, Andrea Huschka, Stacy Kilwein, Carolyn Morowski, and Jamie Thomas as Policy Council Community Representatives for 2024. Stacy seconded the motion. The motion carried.

First Reading of Policies

Enrollment/Recruitment Policy - Jennifer Braun, HS/EHS Director, shared the recommended changes in the recruitment area of the policy. Jennifer also shared the Head Start and Early Head Start selection criteria. Stacy recommended English Language Learner move from five to ten points. Stacy motioned to approve the first reading of the policy with the recommended changes. Jamie seconded the motion. The motion carried.

Head Start and Early Head Start Center Based Points - Jennifer Braun, HS/EHS Director shared there are no recommended changes. Jamie motioned to approve the first reading of the Head Start and Early Head Start Center Based Points. Stacy seconded the motion. The motion carried.

Directors Report - Jennifer Braun, HS/EHS Director, shared the December HS/EHS Key Indicators; the December HS/EHS Program Summary; December HS/EHS attendance analysis; the HS and EHS School Readiness Reports, Period 1, 2023-2024; a FEI Thank you Letter from the Regional Office; and ACF-PI-OHS-24-01. The Director's report was filed.

Committee Reports

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

Reports from Policy Council Community Representatives

Andrea shared about the Emergency Shelter at Southwest District Health Unit that was open for individuals needing shelter in the below zero weather. A lot of people utilized the shelter and they provided food, clothing, blankets and toys for the children. The shelter was going to close Tuesday, January 16 at noon, however the shelter is currently still open and Andrea is unsure how long it will be extended.

Stacy shared that West Dakota Parent and Family Resource Center has partnered with Rhinestone Rhonda to supply a Book Reading Extravaganza for parents and their children. It's held on the last Monday of every month from 5:30-7pm. She shared on April 27, 2024, West Dakota Parent and Family Resource Center will be hosting a "Parent Fair at Legacy Square" and would like HS/EHS involvement. The goal is to highlight safe events for families in Dickinson. Stacy is also working with Dickinson Police Department School Resource Officers about trying to get more information to parents of children using technology to educate on the dangers of technology. Lastly, she shared "Gearing up for Kindergarten" starts again in February.

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 has not been decided at this time. A survey is being sent out to all the 2024 Policy Council members to

indicate what time and day works best for meeting and it will likely still stay on ZOOM.

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

Submitted by:

Jamie Thomas, PC Secretary

Date