



Community Action Partnership  
Head Start/Early Head Start Policy Council

1

**Minutes**

Zoom

August 13, 2024

12:00 p.m.

**Members Present Via Zoom:** Jamie Thomas, Carolyn Morowski, Stacy Kilwein

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

**Quorum Met:** Yes

**Call to Order:** The meeting was called to order by Jennifer Braun, in lieu of Andrea Huschka, Policy Council Chairperson, at 12:00p.m.

**Minutes:** The minutes from the July 17, 2024 Special Meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports**

**Finance Report** – Jennifer Braun, as requested by Carolyn Morowski, Policy Council Treasurer, reviewed the Financial Reports.

Head Start Financial Report – May 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$879,441.58 with current month expenditures at \$185,324.52. Administrative costs are at 8%. InKind was at \$28,745.35.

Early Head Start Financial Report – May 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$875,157.89 with current month expenditures at \$112,435.42. Administrative costs are at 11%. InKind was at \$25,974.71.

Head Start Financial Report – June 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$812,216.04 with current month expenditures at \$99,721.54. Administrative costs are at 9%. InKind was at \$31,086.26.

Early Head Start Financial Report – June 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$775,692.75 with current month expenditures at \$127,513.14. Administrative costs are at 11%. InKind was at \$30,678.13.

The June, 2024, USDA reimbursement was \$2,495.03.

The July, 2024, USDA reimbursement was \$2,955.75

Jennifer shared the credit card statement.

CAP Governing Board – Erv Bren, CAP Executive Director, shared CAP fiscal year ended on June 30, 2024. The next CAP Governing Board meeting will be September 24, 2024, from 10am – 12pm (location to be decided). All Policy Council members are welcome to attend.

### **Unfinished Business**

**Second Reading Approval of Policy Council Chairperson, Policy Council Code of Conduct, Policy Council Elections, Policy Council Finance Committee, Policy Council Job Description, Policy Council North Dakota Head Start Association Representative, Policy Council Policies and Procedures, Policy Council Secretary, Policy Council Treasurer, and Shared Governance:** Jennifer Braun, HS/EHS Director, shared there were no suggested changes to any of these policies. Carolyn motioned to approve the second reading of policies. Stacy seconded the motion. The motion carried.

### **New Business**

**Approval of Early Head Start Teaching Assistant** - Jennifer Braun, HS/EHS Director, shared the recommendation is to hire Mara Mayer. Jamie motioned to approve Mara Mayer as an Early Head Start Teaching Assistant. Stacy seconded the motion. The motion carried.

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

### **First Reading of Policies**

**Coaching Policy** - Jennifer Braun, HS/EHS Director, shared there are no suggested changes. Jamie motioned to approve the first reading of Coaching Policy. Stacy seconded the motion. The motion carried.

**Ongoing Monitoring Procedure** - Jennifer Braun, HS/EHS Director, shared the suggested changes, mostly in the area of Disabilities. Jamie motioned to approve the first reading of the Ongoing Monitoring Procedure with the suggested changes. Carolyn seconded the motion. The motion carried.

**Staff Background Check Policy** - Jennifer Braun, HS/EHS Director, shared there are no suggested changes. Jamie motioned to approve the first reading of Staff Background Check Policy. Carolyn seconded the motion. The motion carried

**Directors Report:** The Director’s Report included the June and July Early Head Start Key Indicators; Program Summary for June and July; Early Head Start Attendance Analysis for June and July; Staff Changes/Resignations; HS School Readiness Report 2023-2024 (Period 3); EHS School Readiness Report 2023-2024 (Period 3); ACF-OHS-IM-24-02; COLA Notice of Award; and Continuation Grant Funding Guidance Letter.

### **Committee Reports**

Parent Committee Minutes - There was no Parent Committees held since the last meeting.

#### Reports from Policy Council Community Representatives

Stacy Kilwein shared Prairie Winds Church has a clothing pantry and are having a “back to school” event where parents can get free school clothing for their children. She will get a flyer to Jennifer. Stacy shared that one of her goals this year is to have “greater visibility” within the agencies she works with and asked how HS/EHS could help West Dakota Parent and Family Resource Center be more visible to enrolled HS/EHS parents, as their programs are free. Stacy also shared Gearing up for Preschool will take place in September, and Gearing up for Kindergarten will start in October.

Carolyn shared that Healthy Families is now in all but three counties in North Dakota.

### **Announcements**

Next meeting Date - The next Policy Council meeting is scheduled for Tuesday, September 10, 2024 from 12-1pm via Zoom.

Adjournment - The meeting was adjourned at 12:56pm.

Submitted by:

---

Jamie Thomas, Secretary

---

Date