



Community Action Partnership
Head Start/Early Head Start Policy Council

Minutes

Via Zoom

Date: April 21, 2021

Time: 3:00 p.m.



Members Present Via Zoom: Andrea Fox, Jocelyn Wilson, Holly Ebner, Emily Gran and Stacy Kilwein

Absent: Bonnie Wells and Levi Long

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

Quorum Met: Yes

Call to Order: The meeting was called to order by Andrea Fox, Policy Council Chairperson, at 3:00 p.m.

Minutes: The minutes from the March 17, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Emily Gran reviewed the Financial Report.

Head Start Financial Report – February 2021 – The total remaining in the grant is \$43,325.02 with current month expenditures at \$6,696.13. Administrative costs are at 5%. Current monthly In-kind is at \$5,882.01. Total year to date In-Kind is \$750,380.00.

Early Head Start Financial Report – February 2021 - The total remaining in the grant is \$34,434.21 with current month expenditures at \$28,423.72. Administrative costs are at 11%. Current monthly In-kind is at \$12,526.13. Total year to date In-Kind is \$48,043.05.

Head Start Financial Report – COVID Dollars – February 2021 – The total remaining in the grant is \$64,022.11 with current month expenditures at \$2,410.80. This grant does not require a Non-Federal Share (In Kind) match.

Early Head Start Financial Report – COVID Dollars – February 2021 - The total remaining in the grant is \$73,076.42 with current month expenditures at \$655.72. This grant does not require a Non-Federal Share (In Kind) match.

USDA Report: We received \$9,136.49 in February and \$12,966.15 in March, for the food the children in the program ate.

CAP Credit Card Statement: Jennifer reviewed the CAP Credit Card Statement.

CAP Governing Board: Erv Bren, CAP Executive Director, shared the CAP Governing Board meeting minutes. Erv reviewed the current umbrella liability policy at \$2,000,000.00 and a motion was made at the last Governing Board meeting to maintain the current policy through Philadelphia Insurance.

Unfinished Business

Second Reading of Policies – Jennifer reviewed the policies and any changes.

Program Planning and Timeline: Jennifer reviewed the Program Planning and Timeline Procedure. No changes were identified. Stacy motioned to approve the procedure. Emily seconded the motion. The motion was carried.

Staff Income Determination and Verification Acknowledgement Form: Jennifer reviewed the Staff Income Determination and Verification Acknowledgement Form. Staff is trained to verify income and staff are aware of consequences of signing any income verification form that contains false information. Emily motioned to approve the form. Stacy seconded the motion. The motion was carried.

New Business

Approval of Head Start/Early Head Start COLA Grant: Jennifer reviewed the Head Start and Early Head Start COLA Grant. Emily motioned to approve the grant. Jocelyn seconded the motion. The motion was carried.

Approval of Head Start/Early Head Start Teaching Assistant: Jennifer shared a brief bio on Rachel Gillen. Jocelyn motioned to approve the position offered to Rachel Gillen. Stacy seconded the motion. The motion was carried.

First Reading of Policies

Homeless Policy. Jennifer reviewed the Homeless Policy. Some examples of circumstances leading a child to kinship care include economic hardship, substance misuse, or incarceration. If the child is living with non-parent relative for these or similar reasons, the child may be considered homeless and then would be eligible for Head Start. Jocelyn motioned to approve the procedure. Emily seconded the motion. The motion was carried.

Parent Standard of Conduct. Jennifer reviewed the Parent Standard of Conduct. No change made to the Parent Standard of Conduct. Stacy motioned to approve the form. Holly seconded the motion. The motion was carried.

Transportation Policy. Jennifer reviewed the Transportation Policy. No changes made to the Transportation Policy. Emily motioned to approve the form. Holly seconded the motion. The motion was carried.

Directors Report: The Director's Report included Key Indicators; Program Summary; Attendance Analysis; Staff Changes/Resignations; Notice of Award (2nd half funding); Notice of Award (COLA carryover); Funding Guidance Letter (COLA); ACF-PI-HS-21-02; Head Start School Readiness Report (Period 2); Early Head Start School Readiness Report (Period 2).

Total cumulative new enrollment for Head Start for March 2021 is one student. Six children left the program after class or home visits and did not re-enroll. The one new student speaks English. 88% of students have health insurance. 94% of students have ongoing source of continuous, accessible health care. 47% of children are up to date on health care well child checks. 97% of children are up to date on all immunizations. 36% of children enrolled are on an IEP. 24% of families are receiving WIC and 17% of families are receiving SNAP. For Attendance, Kelsey's AM was 76% and her PM class was 78%. Irelynns AM classroom was 88% for attendance. Total attendance percentage for Head Start Center Base was 86% and total percentage for Hettinger County was 97%.

Total cumulative new enrollment for Early Head Start for March 2021 is nine students. Total number of infants/toddlers who left the program is six; of the six, one was enrolled less than 45 days. Three infants/toddlers aged out of the program; two of those toddlers entered a Head Start Program. Of the nine new students enrolled, eight speak English, the other speaks an African Language. 92% of students have health insurance. 87% of students have an ongoing source of continuous, accessible health care. 71% of students are up to date on well child checks. 51% of families are receiving WIC and 29% are receiving food stamps. Early Head Start attendance was at 91% for March.

In the Program Summary, word was received the COVID funding carryover request was approved. This approval allows the program to carryover \$140,166.00 in COVID funding into the current grant year. The Family Partnership Summary, Head Start is short full enrollment at 107 out of 128 students. Early Head Start is short of full enrollment at 56 out of 62 students. Education Component Program Summary, Early Head Start had three staff members attend the Child Passenger Safety Training in March. Head Start coordinator met with Megan Larson to discuss coaching practices and professional development opportunities.

Notice of Award for 2nd half of funding and Notice of Award for COVID carryover are included. The COLA Funding Guidance letter was discussed. The COLA, Cost of Living Adjustment, supports a 1.22 percent increase above the FY 2020 funding levels to increase staff salaries, fringe benefits, and offset higher operating costs.

ACF-PI-HS-21-02 Instructs Head Start programs to providing at least 1,020 annual hours of planned class operations or to submit a request for a waiver of this requirement. A program partner with a local education agency may need to align their program schedules to support services delivery. The benefits include promoting school readiness, stronger child and family outcomes, supporting the needs of parents, delivering the full range of services and meeting program goals. Discussion was had regarding the negative impact of this on the CAP Head Start programs in regards to the strong partnerships with the local school districts.

Head Start and Early Head Start School Readiness Report for Period 2 were shared. The domains receiving the highest scores are Physical Development, Health and Creative Arts.

Jennifer shared the announcement of two new Program Specialist to the Region 8 Office of Head Start team. The individuals are Jasmine Hart and Sam Lyon. Jasmine will be the new Program Specialist for the CAP Head Start/Early Head Start program.

Reports from Parent Council Members: No reports from parents.

Reports from Committee Members: Stacy Kilwein shared that she is working on the recruiting efforts for Gearing up for Kindergarten for the fall 2021 year. Gearing up for Middle School has been a success with all 40 spots filled. Anticipating Inflatable Fun Run to also be a success.

Announcements: Policy Council members were reminded to fill out the In Kind forms. Stacey will mail them to you along with a stamped, self-addressed envelope.

Next meeting: The next Policy Council meeting is scheduled for May 12, 2021 at 3:00pm via Zoom.

Adjournment: The meeting was adjourned at 4:00 pm.

Submitted by:

Holly Ebner, Secretary

Date