



Community Action Partnership  
Head Start/Early Head Start Policy  
Council

**Minutes**

In Person and Zoom  
September 8, 2021  
3:00 p.m.



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**Members Present in Person:** None

**Members Present Via Zoom:** Andrea Huschka, Stacy Kilwein, Levi Long, Holly Ebner, Jocelyn Wilson

**Absent:** Emily Gran

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

**Quorum Met:** Yes

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

**Minutes:** The minutes from the August 11, 2021 meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports:**

**Finance Report:** Jennifer reviewed the Financial Report in absence of Emily Gran, Treasurer.

**Head Start Financial Report – July 2021** – The total remaining in the grant is \$618,274.09 with current month expenditures at \$37,972.94. Administrative costs are at 11%. Current monthly In-kind is at \$15,444.14.

**Early Head Start Financial Report – July 2021** - The total remaining in the grant is \$606,770.30 with current month expenditures at \$46,419.40. Administrative costs are at 12%. Current monthly In-kind is at \$34,216.58.

**Head Start Financial Report – COVID Dollars – July 2021** – The total remaining in the grant is \$42,165.82 with current month expenditures at \$8,687.62. This grant does not require a Non-Federal Share (In Kind) match.

**Early Head Start Financial Report – COVID Dollars – July 2021**- The total remaining in the grant is \$60,051.26 with current month expenditures at \$3,809.75. This grant does not require a Non-Federal Share (In Kind) match.

**CAP Credit Card Statement:** NA

**USDA Report:** There was not a report for the USDA dollars for the month of August. This report will be shared with Policy Council at the October meeting.

**CAP Governing Board Report:** No CAP Governing Board meeting in August, 2021. Ery notified the next CAP Governing Board Meeting will be September 28, 2021 at 10:00 am at the main office. All Policy Council members are welcome to attend. A Health Saving Account will be discussed and will need Board approval.

## **Unfinished Business**

### **Second Reading of Policies**

**Coaching Policy:** Jennifer reviewed the Coaching Policy. There were no recommended changes. Stacy motioned to approve the policy. Levi seconded the motion. The motion was carried.

**Ongoing Monitoring Policy:** Jennifer reviewed the Ongoing Monitoring Policy. There were no recommended changes. Stacy motioned to approve the policy. Jocelyn seconded the motion. The motion was carried.

**Staff Background Policy:** Jennifer shared the recommended changes. Jocelyn motioned to approve the policy. Levi seconded the motion. The motion was carried.

## **New Business**

**Approval of HS/EHS Self Assessment Action Plan:** Jennifer reviewed the HS/EHS Self Assessment Action Plan. Levi motioned to approve the plan. Jocelyn seconded the motion. The motion was carried.

**Approval of HS/EHS Kitchen Assistant:** Jennifer gave a brief bio about Gail Belland. Jocelyn motioned to approve the hire of Gail Belland as the HS/EHS Kitchen Assistant. Stacy seconded the motion. The motion was carried.

### **First Reading of Policies-NA**

**Directors Report:** The Director's Report included Key Indicators (EHS Only); Program Summary; Attendance Analysis (EHS Only); Staff Changes/Resignations; Program Information Report (HS/EHS) and Notice of Award-Locally Designed Option.

Jennifer informed Policy Council that Key Indicators and Program Summary would be reviewed in the October 13, 2021 meeting.

Attendance Analysis for EHS Caterpillar classroom was 63%. 35 absences were COVID related. EHS Dino classroom at 59% and 50 absences were COVID related. EHS Safari classroom was 78% and 12 absences were COVID related.

Staff Changes/Resignations were Tandi Binstock, Angel Hauck and Phoebe Chays.

Program Information Report for HS/EHS was due August 31, 2021. Jennifer reviewed funded enrollment by funding source. Head Start enrollment for the greatest part of the program year was 128 children. The primary language of family at home was English, Spanish then African. Sixteen children are dual language learners.

Early Head Start Program Information Report showed 62 children enrolled for the greatest part of the program year. Nineteen children are dual language learners.

Jennifer shared the Notice of Award for the Change in Scope – Locally Designed Option (LDO) grant. A waiver was approved for the program year 2021-2022.

**Reports from Parent Policy Council Members:** None

**Reports from Committee Members:** Stacey Kilwein shared that West Dakota Inflatable had a good turnout. Ticket prices were high so they lowered the ticket cost. Stacy gave insight on many struggling families right now. Higher number of families are on the verge of homelessness. Higher numbers of unaccompanied youth.

Gearing up for Kindergarten will be starting again soon.

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

**Next meeting:** The next Policy Council meeting is scheduled for October 13, 2021 at 3:00pm in person and via Zoom.

**Adjournment:** The meeting was adjourned at 3:30 pm.

**Submitted by:**

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Holly Ebner, Secretary

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Date