

Western Dairyland Head Start Policy Council Meeting Minutes Approved 2-19-24

Meeting Date: January 15, 2024

Via Zoom

Policy Council members attending via Zoom:

1. Stephen Koldykowski – CFC
2. Charity Steer – CFC
3. Allie Gazdecki- Jackson County EHS

Policy Council members attending via e-mail

4. Justyna Cyran - Arcadia
5. Stephanie Klint - ECHS
6. Alexis VanRiper - Blair

Establishing a quorum.

Staff attending: Thanh Bui-Duquette, Meghan Solberg, Sarah McAllister, Anna Cardarella, and Sherri Van Vuren

1. **Call to Order:** Meeting called to order at 6:00 PM by Steer. Roll call was taken.
2. **Approval of Minutes from December 18, 2023 Policy Council Meeting:** Motion to approve the minutes made by Koldykowski; seconded by Van Riper . Motion carried.
3. **Vote for JaNel Parker to be the WHSA Parent Affiliate Representative,** Charity Steer, Policy Council Chair – Tabled until next meeting as JaNel Parker was excused from the meeting.
4. **ERSEA training:** - Sherri Van Vuren, ERSEA Manager
Van Vuren provided the annual ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) training and presentation to Policy Council.
5. **Agency Report** – Anna Cardarella - Western Dairyland Chief Executive Officer.
Cardarella shared information on the Western Dairyland Board. Two openings for the Western Dairyland Board. The openings are in Jackson and Eau Claire County. There may be also a position in Buffalo County. Sarah will send to Policy Council via email.
6. **Approval of 2024-2025 ERSEA Selection Criteria** -Van Vuren reviewed the 2024-2025 Selection Criteria and requested approval from Policy Council. The criteria was not changed due to no significant changes to the community needs assessment

data. Motion to approve made by Koldykowshi, seconded by Van Riper. Motion carried

- 7. Delegate Report** – Leah Olson, Eau Claire Area School District, Delegate agency - absent

Delegate program report shared with Policy Council prior to the meeting via e-mail.

- 8. Program Report** – Thanh Bui-Duquette, Head Start Director

Bui-Duquette reviewed the submitted Program Report shared with Policy Council prior to the meeting, which outlined program data, including enrollment, coaching, education, health, family engagement, and monitoring.

Bui-Duquette reviewed: ACF-PI-OHS-24-02, Issued 01/09/2024, Federal Reporting of Standard Forms 425 and 428

- 9. Annual Refunding Grant Application** - Thanh Bui-Duquette, Head Start Director
Bui-Duquette reviewed the proposed enrollment and funding amount for the budget period beginning May 1, 2024, ending April 30, 2025.

Motion to approve the refunding application to the Administration for Children and Families, Office of Head Start, made by Koldykowshi, seconded by Van Riper.

Motion carried

- 10. Waiver of Education Credentials for Head Start Teacher at Black River Falls**, Thanh Bui-Duquette, Head Start Director

Bui-Duquette requested Policy Council for their approval to waive the educational credential requirements for Jolene McGinnis to be the Head Start Teacher at the Black River Falls Center. Bui-Duquette reviewed the document sent to Policy Council before the meeting and outlined the steps we have taken to recruit for the position. McGinnis has been the Teacher Assistant at Black River Falls since 2019. She is enrolled in the associate degree program in early childhood education at Chippewa Valley Technical College and is expected to graduate in the Fall 2025. Motion to approve made by Koldykowshi, seconded by Gazdecki. Motion carried

- 11. USDA-CACFP Monthly Claims** – Meghan Solberg, Business Manager

Solberg reviewed the submitted USDA reimbursement for December 2023. Total meals served: 7413. Total reimbursement: \$20,004.90.

- 12. Head Start Budget Report** – Meghan Solberg, Business Manager

No budget information shared this month. Will be emailed at a later time

- 13. Head Start Director Credit Card Monthly Report** – Meghan Solberg, Business Manager

No credit card report

- 14. Closed Session:** No closed session

- 15. Next Meeting:** The next meeting will be February 19, 2024, 6:00-7:00 pm

16. Adjournment: Motion to adjourn was made by Koldykowski; seconded by Gazdecki.
Meeting adjourned at 6:56 PM

17. Submitted by: Sarah McAllister