

**Western Dairyland Head Start
Policy Council Meeting Minutes**

Approved 1-16-23

Meeting Date: December 19, 2022

Via Zoom

Policy Council members attending:

Via Zoom:

1. Charity Steer, Cochrane Fountain City
2. Tessa Bauer, Altoona
3. Kayla Burgess, Naples
4. Justyna Cyran, Arcadia
5. Elizabeth Darby, Truax
6. Stephanie Klint, Eau Claire
7. Erika Slenzka, Blair
8. Alexis Van Riper, Blair

Staff attending – Thanh Bui-Duquette, Sarah McAllister, Meghan Solberg, Lisa Lindner, and Anna Cardarella, Guest Brian Stults

1. **WHSA Parent Affiliate presentation, Brian Stult, WHSA Event Manager** Stult gave an overview of what WHSA is. It is a private organization to help continue to strengthen Head Start and Early Head Start programs. Made of teachers and parents. He asked to consider a “parent affiliate” position. Email is: brian@whsaonline.org.
2. **Call to Order:** Meeting called to order at 6:10 PM by Steer. Lindner took roll call.
3. **Approval of Minutes from November 21, 2022 Policy Council Meeting:** Motion to approve the minutes made by Darby; seconded by Klint. Motion carried.
4. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardarella briefed about programs available. No new news.
5. **Delegate Report** – Leah Olson, Eau Claire Area School District, Delegate agency
Olson was absent.
6. **Program Report** – Thanh Bui-Duquette, Head Start Director
Bui-Duquette reviewed November report. 99% vision/hearing 78% returned physicals. We need 26 physicals. They are required to be compliant. If they are not completed/updated they may be terminated from Head Start. Briding Brighter

Smiles is successful in lower 3 counties. 100% parent attendance for conferences. There is lots of challenging behaviors. More 1 on 1 support needed.

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

Solberg reviewed the submitted USDA reimbursement for October 2022. Total meals served: 7,936 total reimbursement: \$20,356.97.

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

Solberg discussed the importance of In-kind involvement and reviewed the submitted budgets for the Federal Early Head Start Grant – Year 3, the Federal Head Start Grant – Year 3 and the Wisconsin State Head Start Supplemental Grant. Solberg included details on the CARES Act Funding. (COVID19 Response funding)

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

Solberg reviewed credit card expenditures for November 2022. Motion to accept was made by Klint, seconded by Slenczka. Motion carried.

10. **CLOSED SESSION** – Personnel – new hires and updates – Thanh Bui-Duquette, Head Start Director. Policy Council went into closed session to approve new hire.

Burgess made the motion to approve the hire, Bauer seconded. Motion carried.

11. **Next Meeting** – The next Policy Council meeting will be held on Monday, January 16th at 6:00 PM via Teams. Always 3rd Monday.

12. **Adjournment** —Darby made the motion to adjourn at 6:45, Van Riper seconded. Motion carried.

Submitted by: Kayla Burgess and Lisa Lindner