

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

Approved April 17, 2023

Meeting Date: March 20, 2023

Via Zoom

Policy Council members attending:

1. Kayla Burgess - Naples
2. Justyna Cyran - Arcadia
3. Stephanie Klint – Eau Claire Head Start
4. Erika Slenczka - Blair
5. Alexis VanRiper – Blair

A quorum was established.

Staff attending: Thanh Bui-Duquette, Anna Cardarella, Sarah McAllister, Meghan Solberg, and Lisa Lindner

1. **Call to Order:** Meeting called to order at 6:04 PM by Bui-Duquette. Lindner took roll call.
2. **Approval of Minutes from February 20, 2023, Policy Council Meeting:** Motion to approve the minutes made by Klint; seconded by Cyran. Motion carried.
3. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardarella discussed the end of WERA (Wisconsin Emergency Rental Assistance) funding. At this time, Western Dairyland is offering housing stability and staff can help with budgeting, eviction records, and other assistance in five counties. They also work with the landlords.

Cardarella said the four day work week is going well, and most staff are working Monday – Thursday with front desk coverage Monday through Friday.
4. **Annual Training: Family Engagement** – Sarah McAllister, Parent and Community Manager

McAllister presented on the Head Start Parent, Family, and Community Engagement framework, shared family engagement data, and outlined how we engage families in our program. As the first and most important teacher, parents play an important role in supporting children’s school readiness outcomes. She reviewed the partnerships between Head Start and the community.

5. Delegate Report – Emailed to Policy Council

Bui-Duquette shared the Delegate's February report that was sent to Policy Council before the meeting.

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

Bui-Duquette reviewed the submitted Program Report with data on enrollment, attendance, health, education, program operation updates, and family engagement activities. 85% Attendance; 87% Enrollment Head Start; 100% Early Head Start; 20% IEP Early Head Start; 15% IEP Head Start.

Bui-Duquette reviewed the COVID-19 Mitigation Policy that was reviewed and approved by the Head Start Health Services Advisory Committee Meeting and to comply with the new Head Start program performance standards.

Bui-Duquette reviewed the Program Instruction issued on February 21, 2023, about the FY 2023 Head Start Funding Increase.

7. NEED APPROVAL- Head Start Funding Application for Cost-of-Living Adjustment and Quality Improvement – Thanh Bui-Duquette, Head Start Director

Bui-Duquette reviewed the funding amount for Cost-of-Living Adjustment and Quality Improvement for FY 2023 and asked Policy Council to approve the funding application of \$526,128.

Burgess motioned to approve the cost of living adjustment and quality improvement funding application. Klint seconded it. Motion carried.

8. Budget Revision: Thanh Bui-Duquette, Head Start Director

Bui-duquette presented the proposal for the Budget Revision application for Federal Head Start grant ending April 30, 2023, to transfer up to \$120,000 from the Contractual budget line item to the Equipment Budget line item. The Budget Revision will allow us to replace the aging furnaces at the Independence Head Start center and playground equipment at the Truax Head Start Center.

Klint made the motion to approve the Head Start budget revision. Van Riper seconded. Motion carried.

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

Solberg reviewed the submitted USDA reimbursement for February 2023. Total meals served: 6820. Total reimbursement: \$17,539.62.

10. Head Start Budget Report – Meghan Solberg, Business Manager

Solberg reviewed Federal Head Start and Early Head Start grants, ending April 30, 2023. Student Transit is under budget. Cares Act and American Rescue Plan will end March 31, 2023. Wisconsin state Head Start grant expires June 30, 2023. All funds are expected to be used.

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

Solberg reviewed credit card expenditures for February 2023. Motion to accept was made by Van Riper, seconded by Cyran. Motion carried.

12. Next Meeting: The next Policy Council meeting will be held on Monday, April 17 at 6:00 PM via Zoom.

13. Adjournment: Motion to adjourn was made Klint, seconded by Burgess. Meeting adjourned at 7:04 PM.

14. Submitted by: Kayla Burgess