

## Western Dairyland Head Start Policy Council Meeting Minutes

Approved 5-15-23

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Meeting Date: April 17, 2023

Via Zoom

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Policy Council members attending:

1. Tessa Bauer - Altoona
2. Justyna Cyran - Arcadia
3. Erika Slenczka - Blair
4. Charity Steer – Cochrane-Fountain City

Staff attending: Thanh Bui-Duquette, Anna Cardarella, Meghan Solberg, Lisa Lindner, Leah Olson, Heather Yates, Jennifer Marum and Linsey Kaufman

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1. **Call to Order:** Meeting called to order at 6:00 PM by Steer. Lindner took roll call.
2. **Approval of Minutes from March 20, 2023 Policy Council Meeting:** Motion to approve the minutes made by Slenczka; seconded by Cyran. Motion carried.
3. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer  
Cardarella said the four day work week is going well, and most staff are figuring out their new schedules. Human Resources has announced an increase in employment applicants.
4. **Education and Child Development Services Annual Training** – Heather Yates, Education Manager; Jennifer Marum, Education Manager and Linsey Kaufman, Home Based Manager  
Marum, Yates and Kaufman presented on the Head Start Education and Child Development Services Annual training. The training included the B-5 approach, research based curriculum, staff encourages parent and family engagement, strength based approach to Dual Language Learners as well as promoting that parents are the first and most important teacher. The managers also touched on the teaching and learning environment, the Early Learning Outcomes Framework, school readiness goals and outcomes, children with disabilities and transitions.
5. **Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency**  
Olson reviewed the submitted Delegate Program Report with data on enrollment, attendance, health, education, program operations updates and family engagement activities.
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.

Bui-Duquette reviewed the following:

- Reviewed Program Instruction ACF-PI-HS-23-03: Hurricanes Fiona and Ian Disaster Recovery Funds, issued 03-15-2023
- Review information Memoranda ACF-IM-HS-23-01: The Role of Head Start Programs in Addressing Lead in Water, issued 03-28-2023
- Update on Vaccine and Testing Requirements: Effective April 7th, there will not be a Head Start requirement for vaccination and testing.

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

Solberg reviewed the submitted USDA reimbursement for March 2023. Total meals served: 8765. Total reimbursement: \$22,589.73.

**8. 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.

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

Solberg reviewed credit card expenditures for March, 2023. Motion to accept was made by Cyran, seconded by Bauer. Motion carried.

**10. Closed Session: Head Start New Hire – Thanh Bui-Duquette, Head Start Director**

**11. Next Meeting:** The next Policy Council meeting will be held on Monday, May 15th at 6:00 PM via Zoom.

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

**13. Submitted by:** Lisa Lindner