

Western Dairyland Head Start Policy Council Meeting Minutes

Approved 5-20-24

Meeting Date: 4-22-24

Via Zoom

Policy Council members attending:

1. Stephen Koldykowski – CFC
2. JaNel Parker – Black River Falls

Quorum was not established.

Staff attending: Thanh Bui-Duquette, Meghan Solberg, Jennifer Marum, Heather Yates, Anna Cardarella, Sarah McAllister, and Leah Olson

1. **Call to Order:** Meeting called to order at 6:02 PM by Bui-Duquette. Roll call was taken.
2. **Approval of Minutes from 3-18-24 Policy Council Meeting** Motion to approve the minutes was made by Koldykowski; seconded by Parker.
3. **Agency Report** – Anna Cardarella - Western Dairyland Chief Executive Office
Energy Assistance Program will end May 15.
Anna explained Western Dairyland composition. She is looking for Policy approval for Michelle Greendeer-Rave to serve on the Western Dairyland Board. She shared Michelle Greendeer Rave qualifications. Parker made a motion to cast an unanimous ballot to elect Michelle Greendeer- Rave as income eligible Western Dairyland Board Member seconded by Koldykowski.
4. **Education Presentation** – Jen Marum and Heather Yates – Education Manager
See Powerpoint for more details on presentation
5. **Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency**
Olson reviewed the submitted Delegate program report.
6. **Program Report** – Thanh Bui-Duquette, Head Start Director
Bui-Duquette reviewed the submitted Program Report.

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

Solberg reviewed the submitted USDA reimbursement for March 2024. Total meals served: number of 7338. Total reimbursement: \$1986715 total reimbursement.

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

Solberg reviewed Federal Head Start and Early Head Start ending in April 30, 2024. is anticipated to be spent. Solberg also reviewed the Wisconsin State Head Start grant ending June 30, 2024. This budget is anticipated to be spent down also.

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

Solberg reviewed credit card expenditures overview for March 2024. Motion to accept was made by Parker; seconded by Koldykowski.

10. Next Meeting: The next meeting will be May 20, 2024 6:00-7:00 pm

11. Closed Session: Head Start New Hire – Thanh Bui-Duquette, Head Start Director
New Hire were reviewed. Motion to approve was made by , seconded by .

12. Adjournment: Motion to adjourn was made by Koldykowski; seconded by Parker.
Meeting adjourned at 7:07 pm.

13. Submitted by: Sarah McAllister