

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

**Approved August 21, 2023**

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Meeting Date: May 15, 2023

Via Zoom

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Policy Council members attending:

1. Tessa Bauer - Altoona
2. Kayla Burgess – Naples
3. Stephanie Klint – Eau Claire Head Start
4. Erika Slenczka - Blair
5. Charity Steer – Cochrane-Fountain City

A quorum was established.

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

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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 April 17, 2023 Policy Council Meeting:** Motion to approve the minutes made by Darby; seconded by Klint. Motion carried.
3. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer  
Cardarella had nothing to report this month.
4. **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.
5. **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 discussed and requested Policy Council approval of the 2023-2024 Transportation Waiver to waive Head Start requirements for bus monitors and child safety restraints. Motion to approve the Transportation Waiver request made by Bauer, seconded by Burgess. Motion carried.  
  
Bui-Duquette presented to Policy Council the Early Head Start conversion proposal to convert 49 Head Start slots to 12 Early Head Start slots in a center-based, full-

day, full-year program option. Darby made the motion to approve the Early Head Start conversion request, seconded by Klint. Motion carried.

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

Solberg reviewed the submitted USDA reimbursement for April 2023. Total meals served: 8863. Total reimbursement: \$22,684.53.

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

Solberg reviewed Federal Head Start and Early Head Start grants, ending April 30, 2023. 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.

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

Solberg reviewed credit card expenditures for April, 2023. Motion to accept was made by Klint, seconded by Burgess. Motion carried.

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

No new hires this month.

**10. Next Meeting:** There will be no meetings in June or July. The next meeting will be held on August 31<sup>st</sup> at 6:00 PM via Zoom.

Thanh reminded all parent members that even if your child is no longer enrolled in Head Start, terms go through October 2023.

**11. Adjournment:** Motion to adjourn was made Klint, seconded by Darby. Meeting adjourned at 6:51 PM.

**12. Submitted by:** Lisa Lindner