

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

**Approval 9-16-24**

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Meeting Date: 5-20-24

Via Zoom

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Policy Council members attending:

1. Stephen Koldykowski – CFC via Zoom
2. JaNel Parker – Black River Falls via Zoom
3. Justyna Cyran – Arcadia via Zoom
4. Charity Steer – CFC via email
5. Stephanie Klint – Eau Claire via email
6. Alexis Van Riper – Blair via email

Establishing a quorum.

Staff attending: Thanh Bui-Duquette, Meghan Solberg, Sarah McAllister, and Leah Olson

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1. **Call to Order:** Meeting called to order at 6:02 PM. Roll call was taken.
2. **Agency Report** – Anna Cardarella - Western Dairyland Chief Executive Office  
No update.
3. **Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency**  
Olson reviewed the submitted Delegate program report.
4. **Program Report** – Thanh Bui-Duquette, Head Start Director  
Bui-Duquette reviewed the submitted Program Report which outlined program data on enrollment, screenings, IEPs/IFSPs, health, education, family engagement, and coaching.  
Bui-Duquette presented two communications from the Office of Head Start:
  - ACF-OHS-PI-24-02: Fiscal Year 2024 Head Start Funding Increase, issued April 24, 2024
  - ACF-OHS-IM-24-01: Strategies and Recommendations for Supporting Mental Health, issued May 9, 2024

Bui-Duquette shared the monitoring review report for the Focus Area One Monitoring Review conducted from April 22 through April 24. There was no finding or area of concern found.

## **5. Policy Council Approval**

- One-time funding request: Bui-Duquette presented the request to apply for one-time funding of up to \$250,000 to purchase equipment, and supplies, and address building maintenance needs for health and safety to the Office of Head Start, Administration for Children and Families. A motion was made by Koldykowski to approve one-time funding; seconded by Cyran. Motion carried.
- Bonus Payment for EHS center-based staff: Bui-Duquette presented a proposal to offer a bonus payment as outlined in the report to Early Head Start center-based working five days a week. Bui-Duquette reviewed the Head Start program performance standards that outline the requirement that a primary teacher must be assigned consistently to provide care for every four children. This requirement prevents a staggered schedule to allow staff to work four days a week. A motion was made by Cyran to approve bonus payment for EHS center-based staff; seconded by Koldkowski. Motion carried.
- Transportation Wavier for the 2024-2025 program year: Bui-Duquette requested the approval to waive the child safety restraint and bus monitor requirements for the 2024-2025 program year. A motion was made by Parker to approve bus wavier for bus wavier; seconded by Koldkowski. Cyran abstained. Motion carried.
- Disposal of equipment at C-FC-Thanh Bui-Duquette: Bui-Duquette requested approval to dispose of the playground equipment at Cochrane-Fountain City. A motion was made by Cryan to approve the disposal of equipment at C-FC; seconded by Koldkowski. Motion carried.

## **6. Report of Child Care Licensing and Office of Head Start - Thanh Bui-Duquette, Head Start Director**

Bui-Duquette shared an incident of a child who was left unsupervised for seven minutes in Arcadia, which violated Head Start and licensing regulations. Reports were made for Child Care Licensing and the Office of Head Start on the same day of the incident. There will be a Risk Assessment Notification review and corrective action plan to address necessary action steps to ensure health and safety practices.

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

Solberg reviewed the submitted USDA reimbursement for April 2024. Total meals served: 10868. Total reimbursement: \$29,371.17 total reimbursement.

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

Solberg reviewed Federal Head Start and Early Head Start ending on 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. In-kind Match has been met.

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

Solberg reviewed the credit card expenditures overview for April 2024. Motion to accept was made by Cyrna; seconded by Koldykowski.

**10. Next Meeting:** The next meeting will be August 19, 2024 6:00-7:00 pm

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

No new hire this month

**12. Adjournment:** A motion to adjourn was made by Cyran; seconded by Koldykowski. Meeting adjourned at 6:47 pm.

**13. Submitted by:** Sarah McAllister