

Western Dairyland Head Start Policy Council Meeting Minutes

Approved 9-16-24

Meeting Date: 8-19-24

Via Zoom

Policy Council members attending:

1. Stephen Koldykowski – CFC via Zoom
2. JaNel Parker – Black River Falls via Zoom
3. Justyna Cyran – Arcadia via Zoom

A quorum was not established.

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

1. **Call to Order:** Meeting called to order at 6:02 PM. Roll call was taken.
2. **Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency**

Olson reviewed the program updates on enrollment, orientation, and getting ready for children returning to school in September.

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

Bui-Duquette updated Policy Council on the two incidents in Arcadia reported in May 2024, one of a child left unsupervised for seven minutes and one of a district staff member engaging in prohibited actions against a Head Start child. The Office of Head Start conducted a Risk Assessment Notification review at the end of May 2024 and we received the monitoring report in July 2024. We received a non-compliance for the child left unsupervised and a deficiency for the inappropriate guidance of a child. We have 120 days to implement action plans, systems, and strategies to correct the findings (November 7, 2024). There will be a follow-up monitoring review to ensure the findings have been corrected.

4. **Carry Over Request:**

Bui-Duquette reviewed the document which outlined the carry over request of \$121,000 for building maintenance. \$100,000 for a new roof at our Independence Center and \$10,000 for remodeling of our Truax Center and \$11,000 for the agency 10% de minimus rate. Motion to accept was made by Koldykowski; seconded by Parker. Motion carried.

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

Solberg reviewed the submitted USDA reimbursement for May 2024. Total meals served: 10771. Total reimbursement: \$29,036.94 total reimbursement. She also reviewed USDA reimbursement for June 2024. Total meals served: 605 Total reimbursement: \$1,626.25. Lastly she reviewed USDA reimbursement for July 2024. Total meals served: 188. Total reimbursement: \$532.84

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

Solberg will have final FY23 reports available for Sept meeting. We will be requesting a carry over of \$121,000. Solberg also reviewed the Wisconsin State Head Start grant ending June 30, 2024. This grant was spent down. Solberg reviewed the Federal Head Start and Early Head Start grant May 1,2024-April 30, 2025. In Kind collection will be updated during the next meeting.

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

Solberg reviewed the credit card expenditures overview for May, June and July 2024. Motion to accept was made by Koldykowski; seconded by Parker. Motion carried.

8. Next Meeting: The next meeting will be September 16, 2024, 6:00-7:00 pm

9. Closed Session: Head Start New Hire – Thanh Bui-Duquette, Head Start Director
No new hire this month

10. Adjournment: A motion to adjourn was made by Koldykowski; seconded by Cyran
Meeting adjourned at 6:20 pm.

11. Submitted by: Sarah McAllister