

Western Dairyland Head Start Policy Council Meeting Minutes

Approved October 16, 2023

Meeting Date: September 18, 2023

Via Zoom

Policy Council members attending:

1. Charity Steer – CFC
2. Justyna Cryan – Arcadia
3. Stephanie Klint – Eau Claire
4. Erika Slencza – Blair
5. Elizabeth Darby - Truax

Quorum was established.

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

1. **Call to Order:** Meeting called to order at 6:03 PM by Bui-Duquette. McAllister took roll call.
2. **Approval of Minutes from August 21, 2023 Policy Council Meeting:** Motion to approve the minutes made by Klint; seconded by Slenczka. Motion carried.
3. **Agency Report** – Anna Cardarella, Western Dairyland Chief Executive Officer
Cardarella absent. Bui-Duquette shared information about the Western Dairyland Women’s Business Conference October 25, 2023. This is an event that is free to Policy Council members. Please use the link below to register
<https://www.womensbusinessconference.com/sign-up.phtml>
The code is: WDdiscount
4. **Delegate Report – Leah Olson, Eau Claire Area School District, Delegate agency**
Olson reviewed the submitted Delegate program report.
5. **Program Report** – Thanh Bui-Duquette, Head Start Director
Bui-Duquette reviewed the submitted Program Report.

Bui-Duquette shared an update of Early Head Start CFC School District collaboration. She shared the timeline of communication and meetings with the school district and sets taken since the August.

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

Solberg shared there is not a claim to review. August meals will be reviewed at next meeting.

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

Solberg reviewed Federal Head Start and Early Head Start ending in April 30, 2024. Solberg also reviewed the Wisconsin state Head Start grant ending June 30, 2024.

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

Solberg reviewed credit card expenditures for July and August, 2023. Motion to accept was made by Darby, seconded by Slenczka. Motion carried.

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

New Hire were reviewed. Motion to approve was made by Slenczka, seconded by Klint. Motion carried.

10. Next Meeting: The next meeting will be held on October 16 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 by Klint, seconded by Slenczka.

Meeting adjourned at 6:30 PM.

12. Submitted by: Sarah McAllister