

# CESA 11 HEAD START POLICY COUNCIL MEETING MINUTES

**Date Thursday December 14, 2023**

**Orientation at 11:30 - 12:30 pm**

**(Orientation is mandatory for all new members)**

**MEETING at 1:00 - 2:30 pm**

**(lunch served at Turtle Lake CESA #11 at 12:30**

**At Turtle Lake CESA #11 and Zoom**

**Mission: Empower, Support, Educate, and Lead**

**Vision: *To create a healthy environment that will enable staff, parents, and children to learn and grow in order to make a positive impact within their communities.***

**A. CALL TO ORDER:** The December 14, 2023 meeting was called to order by Chairperson Angela Stinski at 1:01pm.

**B. ROLL CALL:** Introductions, Status of Quorum - Board of Control and guest introductions.

**Guests: Welcome guests and new members from Head Start centers**

**-Board of Control: Debbie Petersen- Present**

**-Guests: James Stinski**

*Roll call taken by Secretary Cari Overman*

## **Members**

**22/23-** Angela Stinski, Carry-Over - Present

**22/23-** Amanda Ritchie, Colfax - Absent

**22/23-** Cari Overman, Rice Lake - Present

**23/24-** Danielle Zook, Rice Lake - Absent

**23/24-** Sherlee Smith, Cadott -Present

**23/24-** Kimberly Bardsley, New Richmond - Absent

**23/24-** Theresa Freeman, New Richmond - Present

## **STAFF**

Ashley O'Brien, Director

Melanie McDonough-Robelia, Assistant Director

Amy Hanson, CESA #11 Director of Finance

**23/24-**Paula Caron, PCELC- Present

**23/24-**Travis Thompson, Colfax - Present

**23/24-**Larissa Succo, PCELC - Present

**23/24-**Nicole Witt, Stanley Boyd- Present

**23/24-**Joel Allard Jr., Chippewa Falls- Present

**23/24-**Camila Jaimes, Menomonie - Absent

**23/24-** Amber Kersting, Menomonie- Present

**23/24-** Summer Byers, Rice Lake -Absent

Jessica Lanners, Support Staff

Sandy Johnson, Support Staff

Brandon Robinson, CESA #11 Administrator

CESA #11 Board of Control- Debbie Peterson

After roll call please mute your microphone.

\*parents may be eligible for a babysitting stipend if they are paying someone to watch their child(ren) during the PC meeting. A W-9 form will be mailed out and needs to be completed and returned to process the reimbursement. Guests are reimbursed once unless/until they become the PC Rep for their center.

**\*Current PC members must notify Jessica via email if they are requesting reimbursement for babysitting.**

### **C. CELEBRATIONS:**

**APPROVE POLICY COUNCIL MINUTES** Approve the [November 9, 2023 Policy Council](#) meeting minutes. Motion. *A motion to approve the November 9, 2023 Policy Council meeting minutes was made by Paula Caron, seconded by Cari Overman. There was no discussion. Motion approved*

### **D. AGENDA UPDATE**

### **E. PROGRAM REPORT**

1. HS Financial Report - Amy Hanson, CESA #11 Director of Finance.
  - a. [Financial Report](#) Amy Hanson could not attend so the Director reported on the balances for the following budgets: T/TA, Child Care Stabilization, State, USDA, and InKind  
PCard report November 2023- Shows the entire agency's purchases.  
Financial Report  
CACFP - October  
Enrollment Report- The director reports on the current enrollment totals. As of November 30, 2023 enrollment was 335 for Head Start, and 240 for Early Head Start.
2. Executive Committee Report
  - a. Executive members reviewed the PC agenda for December 14, 2023
  - b. [Policy Council attendance report](#) - Please inform Jessica Lanners if you know you are going to be absent and would like to be excused before the Policy Council meeting occurs, if possible. Policy Council members will vote to excuse or not excuse the absence. One excused absence is allowed per member per year. A warning letter will be sent to the member when they have one absence left before they are terminated. A termination letter will be sent when there are no more absences allowed.
  - c. Excused absences requests: Summer Byers *A motion to approve an excused absence for Summer Byers was made by Angela Stinski, seconded by Cari Overman. There was no discussion. Motion approved.*
3. Director's Report – Ashley O'Brien, Director, Melanie McDonough-Robelia- Assistant Director
  - a. Updates on centers and collaborations- Centers are heading into holiday break
  - b. Update on enrollment- Head Start is at 100% enrollment, pushing for EHS to get closer to 97%. Using 7 slots on reserve in EHS for foster/homeless.
  - c. Grant updates- Program Grant- The Director shared the grant was approved and reviewed the Notice of Award letter received.
  - d. [Notice of Award](#)
  - e. [December Data Byte](#)- The director reviewed the Data Byte provided by Brandi Warner, our

Database Management Coordinator. This report goes over Attendance, IEP's, IFSP's, ASQ's, ASQ-SE's, and Hearing and Vision screenings.

1. [Notice of Proposed Rule](#)- The Director shared the Notice of Proposed Rule. *No discussion*
2. [Public Comment](#)- The Director shared the Public Comment. *No discussion*

#### 4. Program Improvement Discussion

##### a. Old Business

1. Data work day/Self Assessment
2. Selection Criteria- The Director shared the ERSEA Committee is prompted yearly to look over the Selection Criteria, changes are made based on the Community Assessment. The Director shared this will be shared with the Policy Council to see the progress and how it lines up with the Community Assessment.

##### b. New Business

From the monthly activity list:

- i. Policy Council Orientation for new members (Orientation Manual) ([Policy Council Orientation PowerPoint](#))
- ii. Election of officers and Head Start Association Parent Representatives
- iii. Election of Community at Large and Carry-over Representatives  
[Duties of Officers \(pg. 35\)](#)

##### 2. Chairperson

###### a. Nominations - Nicole Witt

*A motion was made to cast a unanimous ballot for Nicole Witt for Chairperson by Paula Caron, second by Amber Kersting. There was no discussion. Motion approved.*

###### b. Results - Nicole Witt

##### 3. Vice Chairperson

###### a. Nominations - Summer Byers

*A motion was made to cast a unanimous ballot for Summer Byers for Vice Chairperson by Cari Overman, second by Joel Allard Jr. There was no discussion. Motion approved.*

###### b. Results- Summer Byers

##### 4. Secretary -

###### a. Nominations -Cari Overman, Sherlee Smith

*A silent vote was taken and results were calculated*

###### b. Results- Sherlee Smith

##### 5. Assistant Secretary-

###### a. Nominations - Cari Overman

*A motion was made to cast a unanimous ballot for Cari Overman for Assistant Secretary by Amber Kersting, second by Paula Caron. There was no discussion. Motion approved.*

###### b. Results- Cari Overman

##### 6. Sergeant at Arms -

###### a. Nominations - Joel Allard Jr, Travis Thompson

*A silent vote was taken and results were calculated*

###### b. Results- Joel Allard Jr.

##### 7. WHSA representatives-

###### a. Nominations - Paula Caron, Travis Thompson

*A motion was made to cast a unanimous ballot for Paula Caron and Travis Thompson*

*for WHSA Representatives by Sherlee Smith, second by Joel Allard Jr. There was no discussion. Motion approved.*

b. Results - Paula Caron, Travis Thompson

- i. New and previous members attend – **only new members can vote**
- ii. Officers remain until new officers are elected in December but may not vote unless currently holding a representative seat ([Bylaws for reference](#))

## **F. PARENT INVOLVEMENT**

### **1. Old Business**

- a. Wisconsin Head Start Association (WHSA) updates- Paula Caron shared they are planning for the WHSA Conference coming up in February, The dates for the conference are February 26-28.

### **2. New Issues**

- a. Scholarship- Jessica Lanners shared we currently have 3 scholarship applications. The deadline for submission is Friday, December 15, 2023.

## **G. PERSONNEL ISSUES**

- a. Announcement of Executive Session under State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Motion for roll call vote) *A motion for a roll call vote to go into closed session at 2:19 pm was made by Sherlee Smith, seconded by Joel Allard Jr. There was no discussion. Motion approved.*
- b. Employee compensation.

### **Roll call vote (yes or no)**

**22/23-** Angela Stinski, Carry-Over - yes

**22/23-** Amanda Ritchie, Colfax - Absent

**22/23-** Cari Overman, Rice Lake - Yes

**23/24-** Danielle Zook, Rice Lake - Absent

**23/24-** Sherlee Smith, Cadott- Yes

**23/24-** Kimberly Bardsley, New Richmond- Absent

**23/24-** Theresa Freeman, New Richmond - Yes

**23/24-** Nicole Witt, Stanley Boyd-Yes

**23/24-** Paula Caron, PCELC- Left early

**23/24-** Travis Thompson, Colfax - Yes

**23/24-** Larissa Succo, PCELC - Yes

**23/24-** Joel Allard Jr., Chippewa Falls- Yes

**23/24-** Camila Jaimes, Menomonie - Absent

**23/24-** Amber Kersting, Menomonie - Yes

**23/24-** Summer Byers, Rice Lake - Absent

**Reconvene to open session** (Motion required) *A motion to reconvene to open session at 2:26 pm was made by Sherlee Smith, seconded by Amber Kersting, There was no discussion. Motion approved.*

- 1. New Hires & Separations Report December 2023. Approval of New Hires and Separations report. Motion: *A motion to approve the new hires and separations report was made by Nicole Witt, seconded by Joel Allard Jr. There was no discussion. Motion approved.*
- 2. Workforce updates.
- 3. Current [Openings](#)

*A motion to adjourn the meeting at 2:28 pm was made by Amber Kersting, seconded by Cari Overman,*

*There was no discussion. Motion approved.*

\*virtual option for all meetings

\*in person (pending COVID) meetings in August, December, & May 1:00-2:30 2nd Thursday of each month other than July.

<b><i>NEXT MEETING DATES for 2023-2024</i></b>	<b><i>2023 December</i></b>	<b><i>2024 January</i></b>	<b><i>2024 February</i></b>
<b><u>Policy Council</u></b> At Turtle Lake Central Office or Zoom	<b>Thursday December 14</b>  <b>In person (or Zoom if needed)</b> <b>At 1:00 Pm</b>	<b>Thursday January 11</b>  <b>Via ZOOM At 1:00 Pm</b>	<b>Thursday February 8</b>  <b>Via ZOOM At 1:00 Pm</b>