

# CESA 11 HEAD START POLICY COUNCIL MEETING MINUTES

*Date Thursday October 12, 2023*

MEETING at 1:00 pm

At Turtle Lake CESA #11 via 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:**

A. The October 12, 2023 Policy Council meeting was called to order at 1:03 pm by Chairperson Angela Stinski.

**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:** Kurt Buckner- Present

- **Guests:** Annie Durband, Joel Allard, Anabelle Ongue, Travis Thompson, Brandi Warner, Tracy Dowling

*Roll call taken by Secretary, Cari Overman*

## **Members**

Angela Stinski, Carry-Over - Present

Danielle Zook, Barron - Present

Amanda Ritchie, Colfax -Present

Summer Byers, Rice Lake - Present

Cari Overman, Rice Lake -Present

Paula Caron, Turtle Lake- Absent

## **Staff:**

Ashley O'Brien, Director

Melanie McDonough-Robelia, Assistant  
Director

Amy Hanson, CESA #11 Director of Finance-  
Absent

Jessica Lanners, Support Staff

Sandy Johnson, Support Staff

Brandon Robinson, CESA #11

Administrator-Absent

CESA #11 Board of Control-Kurt Buckner

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 Sandy via email if they are requesting reimbursement for babysitting.**

**APPROVE POLICY COUNCIL MINUTES** Approve the [September 14, 2023](#) Policy Council meeting minutes. *A motion to approve the September 14, 2023 Policy Council Meeting minutes was made by Summer Byers, seconded by Cari Overman. There was no discussion. Motion approved.*

## **D. AGENDA UPDATE**

1. Parent Scholarship needs Policy Council approval- *A motion to approve two \$500 scholarships was made by Amanda Ritchie, seconded by Sumer Byers. There was no discussion. Motion approved.*

## **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.  
PCard report September 2023- Shows the entire agency's purchases.  
Financial Report  
Enrollment Report-The director reported on the current enrollment totals. As of September 30, 2023 enrollment was 329 for Head Start and 226 for Early Head Start. 98% enrollment for HS and 90% for EHS
2. Executive Committee Report
  - a. Executive members reviewed the PC agenda for October 12, 2023
  - b. [Policy Council attendance report](#) - Please inform Sandy Johnson or 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. Shannon Mosio has received a termination letter due to a number of absences, and Amanda Moore has resigned.
  - d. Excused absences requests: None requested
3. Director's Report – Ashley O'Brien, Director, Melanie McDonough-Robelia- Assistant Director
  - a. Updates on centers and collaborations- All 19 HS classrooms are up and running, 22 home visitors for Early Head Start are serving families..
  - b. Update on enrollment- The Director reported that the Head Starts program is at 98.20% enrolled, and the Early Head Start program is at 90.44 %.
  - c. Grant updates
    - i. State Grant [State NOA](#)- The Director shared the State Grant Award Letter
    - ii. Slot Correction [NOA: Slot Correction](#) The Director shared the Slot Correction Award Letter
  - d. Noncompliance Updates- Interview call today with the program specialist, she has recommended us as completed our NOA Correction to Office of Head Start, which still has to be approved by the main office of Office of Head Start.
4. Program Improvement Discussion
  - a. Old Business
    - 1.

b. New Business

1. From the monthly activities list:
  - a. Provide Affirmative Action Hiring Information
    - i. [EEOC](#)- Director shared the Employment Rights poster that is also posted at every center.
  - b. Review the [PIR](#) (Program Information Report from previous year), [Data Byte](#), [Community Assessment](#) Brandi Warner- Brandi shared the PIR and the Community Assessment. She explained the purpose of the data that is collected. If you would like to know more, please reach out to Ashley, Melanie, Sandy or Jessica and they will get you in contact with Brandi Warner.
2. Conscious Discipline Overview - Tracy Dowling- Tracy discussed the 3 year rollout of Conscious Discipline, a trauma informed social/emotional curriculum that is being used in the Head Start classrooms program wide. Staff are also using Conscious Discipline. At this time Early Head Start is not using the Conscious Discipline Curriculum but it will be coming in the 3 year rollout.
  - a. [Conscious Disciple Letter](#) from Dr. Becky Bailey
  - b. [Conscious Discipline Parent Resource](#)

**F. PARENT INVOLVEMENT**

1. Old Business
  - a. WHSA updates - Conference at the Kalahari in February
  - b.
2. New Issues
  - a. [Parent Kudos/Active Supervision](#)- If you notice this happening in your child's classroom, please let your teacher know or Center Director know. Sticky Hearts should have been sent home to send back as recognition that parents are seeing Active Supervision happening within their child's classroom and center.

**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 2:10 pm was made by Amanda Ritchie seconded by Cari Overman. There was no discussion, Motion approved.*
- b. Employee compensation.

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

Angela Stinski, Carry-Over- Yes  
Danielle Zook, Barron -Yes  
Amanda Ritchie, Colfax-Yes

Summer Byers, Rice Lake- Yes  
Cari Overman, Rice Lake- Yes  
Paula Caron, Turtle Lake- Not Present

**Reconvene to open session** (Motion required) *A motion to reconvene to open session at 2:16 pm was made by Amanda Ritchie seconded by Danielle Zook. There was no discussion. Motion approved.*

1. New Hires & Separations Report October 2023. Approval of New Hires and Separations

- report. Motion: *A motion to approve the New Hires and Separations report was made by Danielle Zook, seconded by Summer Byers. There was no discussion. Motion approved.*
2. Workforce updates.
  3. Current [Openings](#)

*A motion to adjourn the meeting at 2:17pm was made by Danielle Zook, seconded by Amanda Ritchie. 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 2022-2023</i></b>	<b><i>2023 October</i></b>	<b><i>2023 November</i></b>	<b><i>2023 December</i></b>
<b><u>Policy Council</u></b> At Turtle Lake Central Office or Zoom	<b>Thursday October 12</b>  <b>Via ZOOM At 1:00 Pm</b>	<b>Thursday November 9</b>  <b>Via ZOOM At 1:00 Pm</b>	<b>Thursday December 14</b>  <b>In person (or Zoom if needed) At 1:00 Pm</b>