

North Dakota Head Start Association Meeting Minutes

Date January 16, 2008 State Capital-Pioneer Room

Members Present: *See Attendance Roster*

xx Quorum present

Visitors / Special Guests Present:

Tim Hathaway, Linda Rorman, Kari Gross – Homeless Coalition

Call to Order and Review of Agenda:

8:35am called to order

Introductions:

Reviewed Agenda, Introductions

Secretary's Report

Minutes were emailed and handed out. Motion to Approve Tammy H., second by Scott B. Motion carried.

Treasurer's Reports

Written report handed out.

Sharon discussed the report. Discussion regarding NDAEYC reimbursements. Still missing 06 and 07. Motion to approve Michelle S.B. Second Allison DD. Motion Carried.

Suggest a Director have the NDAEYC as a portfolio...to monitor.

President's Report

National (NHSA): Julie

Julie not attending next meeting, other reps till attend and bring back information
New letter from NHSA regarding Sarah Greene and NHSA Board, NHSA CEO Position is open,

Regional (Region VIII HSA): Julie

Allison DD still getting Regional information, Should go to Julie
Julie read letter from Region VIII – dues increase, not based on Board By-laws,
Motion to apply .50 per child/dues excess paid to Region VIII to extend in to the next years dues by Allison J.,
Second by JoAnn B. Discussion on our budget. Motion carried.

State / Director's and Committee Reports: Directors and other staff

Portfolio updates:

CHIPS – vetoed, no new updates

NDAEYC – Assignments, asking about \$\$\$, getting a feel, attending first meeting in February

Full Day K – Done deal – closed – will reassign

Conferences – New portfolio for Allison DD

Pre-K – Tomorrow meeting with Nikki F., who has been assigned Pre- K from the Governor. ND starting to work with Pre-K now. Formed a Pre-K sub committee, Linda R., Sharon H. from Head Start are on the sub committee

Oral Health – Feb. Oral Health month, had presentation with the Directors yesterday on dental varnish

E-Rate – still no decision, suggest designation "Head Start" somewhere is Century Code,

Higher Education – Meeting in February, Bill Getz and Nikki F. attending, Professional Development – new movement (initiative.....)
HENDECA – new administrator in the state. Directors met her yesterday. 6 grants being funded. Leaders meeting (Olson, Sanstead, Wahl, etc) committee goals and objectives, not entitlement grant – competitive process. Cheryl will have a conference call relating to a meeting in DC. (Linda J and Linda R on board so far.
Voluntary Early Learning Standards – no update
Professional Development Plan – Meeting in Fargo / March or April
Quality Rating System – group met, no funding at this time,
Policy Matters – On hold pending Governor’s decision.

Guest speakers to the Directors from yesterday – Paul Ronningen Director of Dept of Human Services, Linda Jagileo EARlychildhood Services Administrator, Flo Hilzendenger (McKenny Vento Act – Homeless), Trisha Lange DPI, and Nikki Foerderer Governors’ office , Kimberlie Yineman and Kathy Mangskau Oral Health, Kim Senn Title V – Health Department , Cheryl Massett-Martz. Networking lunch.

Policy Council Updates: Early Explorers – Policy Council Sponsored Inkind Contest, Speaker Sandy Reeves – In-service on Wholistic Child Development Practices.

Program Updates:

Fargo – Male Involvement staff member back from a conference. Inkind!
Mayville – Federal Review -Done....
Jamestown – all going well,
Dickinson – sexual abuse training from Bismarck free!
West River – Self Assessment right now! Bridges out of Poverty – good turnout!! Literacy – Make and Take with Title I and HS, First books,
BCEP – Play Days, Fitness Day, Dudes – Dads and Donuts in December, Review in December
Williston – all going well,
Minot – Literacy, adopted by a class at the nursing home,
Carmelita Bear Ribs – Standing Rock – January 7-11 Federal Review, no deficiencies, Teepee library in warmer weather, horse therapy sessions, buffalo grounds, parade in March, spring pow-wow, Head Start parade,

Conference Reports:

Region VIII – Group met at Governance Conference,

NDAEYC Conference: Minot update – all enjoyed

NDAEYC Conference 08: Sept 26 and 27 , Ada Alden – Key note – Saturday, Friday Speaker decision made by Head Start

State Collaboration Administrator’s Report

Connection Directory

Brochures to take: Fatherhood, Abuse and Neglect Information, Protective Services for pregnant women,
Handout: Catholic Charities – planning a free training for infant adoptions, Pamela Elmquist – in Grand Forks
Annual State Profile: Modeled after the Wyoming State Profile, NDSU Data center contract is completed. Keep child outcomes, including graphs and charts as on fact sheets, doing the annual report next year not fact sheets. Based on PIR data.

Child Abuse Prevention Month packet: Sent out to programs. In the mail!!!

Pro Work families: This month was the last month, replaced with TANF transition; Linda will compare the TANF transition report and the TANF report...and get us what we need!!!

HS Collaboration Office Role and Responsibilities: Letter of Invitation to come to Washington. Compare and Contract the purpose and responsibilities of the Collab. Draft planning on State wide needs assessments, strategic plans, preparing annual reports. Partnerships, SECCS, Pre-K, and childcare.
Head Start Act: Most recent Version, Public Law Version – 91 pages, Flat funded, Handout on the Comparisons of old and new.
New – State Advisory Council,

State Training and Technical Assistance Consultant Report

Tim's report.
Emailed Summary report from Governance Institute.
I am Moving I am Learning application process...Due January 19
Online ECKLC system – all programs are reminded to update their information on a regular basis.
Passing around Asthma Training opportunity for Health Coordinators – Cheryl will chat with her health coordinator to get the information out. Linda Rorman followed up with the state health dept (they were not aware of this).
Disabilities discussion – Dr. David Haines TAS from Wyoming might be coming to the state, will bring to Professional Development Committee. Services to children or the law? New assessment and outcomes for EC SPED...pilot is in place and training occurring in North Dakota. Mary McLean is coming to ND – would be good for disabilities coordinators.
Community Assessment – Robert Calderon is willing to come and discuss this issue. Would like a two part series.
Office of Head Start support for Grantees when preparing their grants. Risk Assessment meetings – piloted in Atlanta and Kansas City RO's. April official start date. RO will give a complete debrief in the state. Relates to the funding applications – our region – no real issues here. Meeting with RO staff, program specialist, TA network specialist, program staff, about 1-2 hours, come into the RO or them come out, protocol to follow (looking at PIR, ECKLC, Gabi, other data), officially starts in April – about 7 months in advance. This can be an opportunity to show the RO how well each program is doing. This is the place to start preliminary work for any changes due to Reauthorization. Contest about being RAM'ed with Tim.
Reauthorization perspectives, Ross was in DC last week. March meeting...we will be debriefed. Be cautious with how the Office of Head Start and Howard Gesbeck sees changes. Specific guidance will be coming out from OHS. **Have questions ready for Ross in March!!!**
T/TA system – changes? Not known yet. May go back to the old system from the 70's – state based. No decisions yet.
Cut to Head Start...no decision yet. OHS is trying to cover this cut internally.
Enrollment changes...call your program specialist.
T/TA will be involved with any new changes...
Must attach your program's self-assessment to your grant application.

Committee Reports

Professional Development

Professional Development Committee Report

Committee Members: Laurel Nybo, Joshua Vice, Jennette McLaughlin, Julie Quame, Scott Burtfield, Jodi Martin, Karen Knowles, Lisa Volk, Lisa Berndt, Tim Hathaway

Committee Activities/ Update:

- TEACH Project / Phone Conference was held on Dec. 7, 2007. (Teacher Education And Compensation Helps) The Events Pro software was discussed. Currently we are not sure how user friendly this software this going to be for each HSProgram. We want to be able to access HSstaff information. That HSstaff person would have to submit information to us. This could be an issue because HSprograms are paying for some staff to attend training. Information would be available to some people across the state. There may not be enough money at this point to finish this software. The HSCollaboration Office supported this project with \$5,000.00. Currently, this program is not being used in the state. Child Care Resource and Referral has been checking into this for future use. The TEACH Project originated in North Carolina. To make this Project work there would be many partners across the state support this program. Funding would need to be collaborative amount various entities. This committee will monitor this issue and discuss it at a later date.

Discussion Notes:

1. Centers of Excellence: Submit 1 grant and involve all HSPrograms throughout the state. Each program would take one portfolio to be the lead trainer with: Disabilities, EHS, HB, CB, Braided Funding, etc Tim indicated that this is down lower on their priority list. Cola and Expansion is priority first. We would need to know what our options are with who would house this grant. Is this idea even a possibility?? (Tim will keep us informed with what's happening with Centers of Excellence.) We will want to be prepared just in case. Grand Forks and the tribal programs were not involved in our discussion yesterday but all other programs throughout the state were on board with this idea.
 - a. Without funding, we could move forward and try this strategy, regardless. Keep this on the agenda for further discussion but table this for now.
2. Discussed the TEACH Project Conference Call/ Meeting held on Dec. 7th.
3. Exit Interviews: Scott will compile information discussed today and will e-mail a draft out to the Directors. Timeline:
 - a. Gather Information to develop Exit Interview Tool
 - b. Get Director buy-in
 - c. Utilize Tool Statewide – Goal: Start using tool by May 1st.

Format: A two page document would be long enough for us to use. Break the survey down into key areas. Scott will develop a draft for use to preview. When we received the document we would review and return to Scott. Timeline: Scott will send out by end of next week (by Jan. 25). One week for review – return to Scott by Feb. 1. Scott will return to Committee by Jan. 8th. Scott will get final copy to committee by Feb. 15th.

Public Relations:

Completed Item: Cheryl has made contacts with some Director's who have agreed to work on the videos with us.

New Business / Discussion Notes: Talked about length – 20 minutes, content, and brochures to accompany the video. Talked with Merl Paaverud – ND Historical Society Exec. Director. He will talk to a couple of his people, gave us a name at PPBS Bob Danbock. Merl said he would be willing to work with us. Also suggested McCochee (business in Bismarck). Thought it should be 10 – 20 minute documentary. Include: Beginning of ND Programs, how we started. Use as a promotional tool as well as documentation – to have our roots. Suggested – use a college student who is looking for a class project.

Assignments:

Cheryl will talk to the Videographer by April 16.
Yvonne will visit with PPBS about the project by April 16.
Cheryl will look for documentary about HS from PPBS by April 16.

Other: ND Historical Society – would they do it?
BSC Graphics Department?

Motion to Accept made by Sharon H. Second by Jan. Discussion. Motion Carried.

Current Topics

Members present: Sharon H., Allison D., Leola D., Jan, Michelle, Becky, Allison J.,

Update on Assignments:

PRE-K and White Paper: Pre-K, Sharon contacted Pre-K now. They will assist us with a white paper. Jennifer Dockters. Sharon explained what has happened with Pre-K at the state level. Including updates from the Governor's office. A sub-committee has been put in place and will meet in February. Sharon is on the Sub Committee. Sharon passed out a handout relating to Pre-K discussion for tomorrow (NIEER guidelines pre-k standards). Discussion on many models and program options (private, Head Start, childcare, state). Minimum standards need to be developed. Elliott Regenstein is coming into the state.

Contact Heidi Heidkamp: Do we want to keep this going? As Sharon Lynn Kagan from Policy Matters is being considered for reviewing ND Policies by the Governor. We need to find out from Linda J...or at least get an idea. Maybe have her come visit about the Political Process. We need to keep Pre-K and Policy Matter separate.

North Dakota Dental Association Collaborative Agreement: Group reviewed the Agreement. Discussion. Committee would support in terms of a motion.

Discussion:

Traveling show on Pre-K initiatives. Bring the information across the state at Assoc. meetings and Director's meetings. Hand out our White Paper.

Policy Matter on hold. Watching for guidance from the Governor's Office.

Pre-K and medically underserved...how do these interrelate...Program that have these pre-k's will need to take those communities off their MUA list.

To Do's

1. Sharon presents to the Association on Pre-K Initiative and the White Paper. Invite Phil Mueller and any other area Representatives to attend for updates.

Date: For April Association Meeting

Who: Julie to write a formal invitation...and to strategize the agenda for this day.

Request: Mid morning.

2. A White Paper for Review: Tim Hathaway agreed to take notes at the Pre-K session and will be used for the White Paper. Jennifer Dockters does the White Paper; we send it to committee members and directors via email, make corrections/input. Emailed to all Assoc. Members before April meeting. Present to total group. Have ready to use for State wide presentations.

Action Items:

Motion by Committee to support and sign off on the NDDA Agreement by Committee, no second. Motion failed.

Motion to present and invite local representatives to Pre-K update in Jamestown in April by committee, second Joann B. Motion carried.

Motion to allocate up to \$2,000 to help develop a Pre-K White Paper. If more funding is available, Exec. Committee would decide. Motion made by committee. Second Joann B. Discussion on limiting funding. Motion carried as stated no changes.

Motion to accept report by Lisa, 2nd Yvonne, Motion carried.

Unfinished business:

Open Discussion: Go to website for Awards. Need to have these in by April meeting.

Collaboration funds: Collaboration \$ given out to other Agencies. Develop a system within our system to help make these decisions, outlying the benefits for children and families, how this fits collaboration and MOU relating to this. Develop a system for Linda to possibly use. Requested Linda's input. Almost everything is included into her line item budget of the grant. Good idea for a discussion. Can help with controlling the data and protecting HS reputation...money bags... Table to April meeting.

Special Issues / Speakers

Kari Gross – Homeless Coalition

Presentation – CD/Video presentation, ND was 49th in addressing homelessness. Since Christmas 35 students have been determined homeless in the Bismarck area. Empowering – Enabling, Set realistic expectations, look at issues through their eyes, Children in the state of transition. Kari's kids...volunteer program. 960's must be very inclusive, do not leave any information out!

Adjournment:

Jamestown April 15 and 16.

4:05 Adjournment.