



Community Action Partnership
Head Start Policy Council
Minutes
February 24, 2025
10:00 a.m.

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Members Present Via Zoom: Andrea Huschka, Stacy Kilwein, Maria Tillson, Sofia Ortiz, and Jamie Thomas

Staff Present: Jennifer Braun (HS Director), Maria Ricks (CAP Executive Assistant)), and Jules Biel (EHS Administrative Assistant)

Quorum Met: Yes

Call to Order: The meeting was called to order by Andrea Huschka, Policy Council Chairperson, at 12:00pm.

Minutes: The minutes from the November 12, 2024 and Special Meeting on January 31, 2025 were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports

Finance Report – Jennifer Braun, HS Director, in lieu of Carolyn Morowski, Policy Council Treasurer, reviewed the financial report.

Head Start Financial Report – December 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$209,575.65 with current month expenditures at \$106,807.51. Administrative costs are at 10%. InKind was at \$49,829.43.

Early Head Start Financial Report – December 2024, with grant end date of January 31, 2025 – The total remaining in the grant was \$262,756.87 with current month expenditures at \$78,720.79. Administrative costs are at 11%. InKind was at \$69,743.57.

USDA – The January 2025 reimbursement was \$11,978.87.

Jennifer shared the Credit Card Statement.

CAP Governing Board – Maria Ricks, CAP Executive Assistant, shared the next CAP Governing Board meeting will be March 25, 2025, from 10am – 12pm at CAP. All Policy Council members are welcome to attend.

Unfinished Business

Second Reading of Policies

Enrollment/Recruitment Policy - Jennifer Braun, HS Director, shared the suggested changes. Stacy motioned to approve the second reading of the Enrollment/Recruitment Policy. Sofia seconded the motion. The motion carried

HSP Full Day Classroom and EHS Center Based Points - Jennifer Braun, HS Director, shared there are no suggested changes. Stacy motioned to approve the second reading of the HSP and EHS Center Based Points. Sofia seconded the motion. The motion carried

New Business

Approval of Policy Council Community Representatives for 2025 – Jennifer Braun, HS Director, shared the Community Representatives for 2025 are Stacy Kilwein, Carolyn Morowski, and Andrea Huschka. Stacy motioned to approve the Policy Council Community Representatives for 2025. Andrea seconded the motion. The motion carried.

Approval of Head Start Preschool Teaching Assistant - Jennifer Braun, HS Director, shared the recommendation is to hire Katherine Bizaira Vera. Stacy motioned to approve Katherine Bizaira Vera as a Head Start Preschool Teaching Assistant. Maria seconded the motion. The motion carried.

Approval of Program Goals 2025-2030 – Jennifer Braun, HS Director, shared the Program Goals for 2025-2030. Sofia motioned to approve the Program Goals 2025-2030. Maria seconded the motion. The motion carried.

First Reading of Policies

Communication and Data Management Policy - Jennifer Braun, HS Director, shared the suggested changes. Maria motioned to approve the first reading of the Communication and Data Management Policy. Sofia seconded the motion. The motion carried.

Staff Qualifications and Professional Development Procedure - Jennifer Braun, HS Director, shared the suggested changes. Sofia motioned to approve the first reading of the Staff Qualifications and Professional Development Procedure. Maria seconded the motion. The motion carried.

Directors Report: The Director’s Report included the January 2025 Key Indicators; the January 2025 Program Summary; January Attendance Analysis; Staff changes and resignations; The Funding Guidance Letter: 7/1/25-6/30/2026; EHS End of 12 Month Underenrollment Period Letter; and ACF-OHS-IM-25-02.

Committee Reports

Parent Committee Minutes – None to Report

Reports from Policy Council Community Representatives – Andrea reminded all of the Parent Fair on April 26, 2025 at the Dickinson High School. She shared they are still looking for vendors. The Kids Health and Safety Fair is May 8, 2025 from 3-6pm, at the West River Ice Center.

Announcements

Andrea reminded all members to complete their In-Kind Form that will be mailed to each person.

The next Policy Council meeting is TBD via ZOOM.

Adjournment - The meeting was adjourned 1:02pm

Submitted by:

Jamie Thomas, Secretary

Date