



Community Action Partnership

Head Start Policy Council

**Minutes**

September 17, 2025

12:00pm

**Members Present Via Zoom:** Andrea Huschka, Sofia Ortiz, and Carolyn Morowski

**Staff Present:** Jennifer Braun (HS Director) 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 August 20, 2025, meeting 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.

**Head Start Preschool Financial Report** – July, 2025 with a grant end date of June 30, 2025 – The total remaining in the grant was \$2,099.71 with Year-to-date expenditures at \$622,562.29. InKind for the year, with the waiver added, was at \$118,441.25.

**Early Head Start Financial Report** – July, 2025 with a grant end date of June 30, 2025 – The total remaining in the grant was a deficit of \$(364.12) with Year-to-date expenditures at \$491,670.12. InKind for the year, with the waiver added, was \$78,521.71.

**Head Start Preschool Financial Report** – July 2025, with grant end date of January 31, 2026 – The total remaining in the grant was \$782,176.05 with current month expenditures at \$53,924.95. Administrative costs are at 23%. No InKind to report at this time.

**Early Head Start Financial Report** – July 2025, with grant end date of January 31, 2026 – The total remaining in the grant was \$665,253.64 with current month expenditures at \$61,002.36. Administrative costs are at 20%. No InKind to report at this time.

**USDA** – The August, 2025 reimbursement was \$3,485.38.

**CAP Governing Board** – Jennifer Braun, HS Director, in lieu of Erv Bren, Community Action Partnership Executive Director, shared the next CAP Governing Board meeting will be September 23, 2025, from 10am – 12pm at the Community Action Partnership main office. All Policy Council members are welcome to attend. The agency wide audit is occurring at this time.

### **Unfinished Business**

#### **Second Reading of Policies**

**Coaching Policy** - Jennifer Braun, HS Director, shared there are no recommended changes. Sofia motioned to approve the second reading of the Coaching Policy. Andrea seconded the motion. The motion carried.

**Ongoing Monitoring** - Jennifer Braun, HS Director, shared the recommended change. Sofia motioned to approve the second reading of the Ongoing Monitoring Policy. Andrea seconded the motion. The motion carried.

**Staff Background Check Policy** - Jennifer Braun, HS Director, shared there are no recommended changes. Sofia motioned to approve the second reading of the Staff Background Check Policy. Andrea seconded the motion. The motion carried.

### **New Business**

**Approval of Early Head Start Teaching Assistant** - Jennifer Braun, HS Director, shared the recommendation is to hire Shawana Hackney. Sofia motioned to approve Shawana Hackney Head Start Preschool Teaching Assistant. Andrea seconded the motion. The motion carried.

**Approval of Head Start Teaching Assistant Substitute** - Jennifer Braun, HS Director, shared the recommendation is to hire Prudence Allen. Sofia motioned to approve Prudence Allen. Head Start Teaching Assistant Substitute. Andrea seconded the motion. The motion carried.

#### **First Reading of Policies**

**Preventing and Addressing Lead Exposure Policy** - Jennifer Braun, HS Director, shared there are no recommended changes. Sofia motioned to approve the first

reading of the Preventing and Addressing Lead Exposure Policy. Andrea seconded the motion. The motion carried.

**Staff Standards of Conduct Policy** - Jennifer Braun, HS Director, shared there are no recommended changes. Sofia motioned to approve the first reading of the Staff Standards of Conduct Policy. Andrea seconded the motion. The motion carried.

**Directors Report:** The Director's Report included the August, 2025, Key Indicators; the August 2025, Program Summary; 2024-2025 Head Start Program PIR Reports.

### **Committee Reports**

Parent Committee Minutes – None to Report

Reports from Policy Council Community Representatives - Andrea Huschka of Community Options, shared she is attending the Region 8 Moonshot meeting which is beginning a cooperative of Behavioral and Mental Health programs between school districts. She shared there is a Behavioral Health Conference in October.

### **Announcements**

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

The next Policy Council meeting is October 15, 2025, at 12:00pm via ZOOM.

Adjournment - The meeting was adjourned at 12:35pm

Submitted by:

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Sofia Ortiz, Secretary

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Date