



Community Action Partnership
Head Start Policy Council
Minutes
November 19, 2025
12:00pm

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Members Present Via Zoom: Andrea Huschka, Stacy Kilwein, and Carolyn Morowski

Staff Present: Jennifer Braun (HS Director), Erv Bren (CAP Executive Director)

Quorum Met:

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

Minutes: The minutes from the September 17, 2025, and October 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, shared the Finance Report.

Head Start Preschool Financial Report – September 2025, with grant end date of January 31, 2026 – The total remaining in the grant was \$566,596.64 with current month expenditures at \$139,780.89. Administrative costs are at 14%. InKind was at \$8,763.72.

Early Head Start Financial Report – September, 2025, with grant end date of January 31, 2026 – The total remaining in the grant was \$462,095.19 with current month expenditures at \$98,542.75. Administrative costs are at 14%. InKind was at \$21,915.70

USDA – The September, 2025 reimbursement was \$13,610.81, and the October, 2025, reimbursement was \$14,426.14.

CAP Governing Board –Erv Bren, Community Action Partnership Executive Director, shared the next CAP Governing Board meeting will be Tuesday, November 25, from 10am – 12pm at the Community Action Partnership main office. The Board will be reviewing and approving the CAP agency audit and 990, and the 403(b) and 5500 Audit. All Policy Council members are welcome to attend.

Unfinished Business

Second Reading of Policies

Field Trip Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Carolyn Morowski motioned to approve the first reading of the Field Trip Policy. Stacy Kilwein seconded the motion. The motion carried.

Holiday Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Stacy Kilwein motioned to approve the first reading of the Holiday Policy. Carolyn Morowski seconded the motion. The motion carried.

Pet Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Carolyn Morowski motioned to approve the first reading of the Pet Policy. Stacy Kilwein seconded the motion. The motion carried.

Philosophy Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Stacy Kilwein motioned to approve the first reading of the Philosophy Policy. Carolyn Morowski seconded the motion. The motion carried.

Photography Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Carolyn Morowski motioned to approve the first reading of the Photography Policy. Stacy Kilwein seconded the motion. The motion carried.

Toy Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Stacy Kilwein motioned to approve the first reading of the Toy Policy. Carolyn Morowski seconded the motion. The motion carried.

New Business

Approval of Head Start Teaching Assistant Substitute - Jennifer Braun, HS Director, shared the recommendation is to hire Sara Solis. Carolyn Morowski motioned to approve Sara Solis as a Head Start Teaching Assistant Substitute. Stacy Kilwein seconded the motion. The motion carried.

Approval of Non-Federal Share Waiver (7/15/25-1/31/26) - Jennifer Braun, HS Director, shared the request to submit for a waiver, as the program will not be able to obtain the required Non-Federal Share dollars. Stacy Kilwein motioned to approve the Non-Federal Share Waiver (7/15/25-1/31/26). Carolyn Morowski seconded the motion. The motion carried.

First Reading of Policies

Convicted Offender Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Carolyn Morowski motioned to approve the first reading of the Convicted Offender Policy. Stacey Kilwein seconded the motion. The motion carried.

Eligibility and Intake Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Stacy Kilwein motioned to approve the first reading of the Eligibility and Intake Policy. Carolyn Morowski seconded the motion. The motion carried.

Immunization Policy - Jennifer Braun, HS Director, shared there are no recommended changes. Discussion was had to include verbiage to the policy in regards to an outbreak. The policy was tabled and will be brought to the next meeting.

Directors Report: The Director's Report included the Key Indicators (October 2025); Program Summary (October 2025); the Head Start Preschool Attendance Analysis for October, 2025; and Staff Changes/Resignations.

Committee Reports

Parent Committee Minutes – None to Report

Reports from Policy Council Community Representatives - Carolyn Morowksi, USpire ND, shared they are continuing to do a lot of work with the Pyramid Model. She shared there are five coaches throughout the state, with each one working with one childcare provider in the cohort.

Andrea Huschka, Community Options, Inc., shared she worked at the winter clothing giveaway at Runnings a couple weeks ago. She shared 200 individuals were signed up, and over \$40,000 in vouchers was dispersed. Each individual was able to receive \$200 voucher for winter clothing.

Announcements

The next Policy Council meeting is December 17, at 12:00pm via ZOOM.

Adjournment - The meeting was adjourned at 1pm

Submitted by:

Sofia Ortiz, Secretary

Date