



Community Action Partnership  
Head Start Policy Council  
**Minutes**  
January 21, 2026  
12:00pm

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

**Staff Present:** Jennifer Braun (HS Director), Jim Pavlicek (CAP Finance 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 November 19, 2025, meeting were reviewed. There were no corrections. The minutes were approved and filed.

**Committee Reports**

**Finance Report** – Carolyn Morowski, Policy Council Treasurer shared the financial report.

**Head Start Preschool Financial Report** - November 2025 with a grant end date of June 30, 2026 – The total remaining in the grant was \$301,387.13 with current month expenditures at \$120,334.06. Administrative costs are at 11%. InKind for the year was at \$18,578.72.

**Early Head Start Financial Report** – November 2025 with a grant end date of June 30, 2026 – The total remaining in the grant was 269,543.15) with current month expenditures at \$92,435.56. Administrative costs are at 13%. InKind for the year, was 31,204.31.

**USDA** – The November, 2025 reimbursement was \$9,422.81.

**USDA** – The December, 2025 reimbursement was \$9,635.57.

**Credit Card Report** – Jennifer Braun, HS Director, shared the credit card report.

**CAP Governing Board** – At the November 25, 2025 Board meeting, the Board reviewed and approved the annual audit. There are also two new Board members; Russell Murphy (Elected Sector) and Samantha Pulvermacher (Low-income

Representative Sector). The next meeting will be Tuesday, January 27<sup>th</sup> from 10am – 12pm at the Community Action Partnership main office. All Policy Council members are welcome to attend.

### **Unfinished Business**

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

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

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

#### **New Business**

**Approval of CAP Annual Audit & 990** – Jim Pavlicek, CAP Finance Director, shared the information from the annual audit and the 990. Stacy Kilwein motioned to approve the CAP annual audit & 990. Carolyn Morowski seconded the motion. The motion carried.

**Approval of CAP 403(b) Audit & 5500** – Jim Pavlicek, CAP Finance Director, shared the information from the agency’s 403(b) audit and the 5500. Sofia Ortiz motioned to approve the CAP 403(b) audit & 5500. Stacy Kilwein seconded the motion. The motion carried.

**Approval of EHS Infant/Toddler Teaching Assistant** - Jennifer Braun, HS Director, shared the recommendation is to hire Cassandra Sosa. Sofia Ortiz motioned to approve Cassandra Sosa as an EHS Infant/Toddler Teaching Assistant. Stacy Kilwein seconded the motion. The motion carried.

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

**Immunization Policy** - Jennifer Braun, HS Director, shared this policy will need to be tabled until the next meeting, as the CDC recently changed their recommendations on dosage.

**Directors Report:** The Director’s Report included the November and December 2025, Key Indicators; November and December 2025, Program Summary; November and December, 2025 Head Start Preschool Attendance Analysis: Staff

Changes/Resignations; Head Start Preschool School Readiness Report 2025-2026 (Period 1); Early Head Start School Readiness Report 2025-2026 (Period 1), and the EHS Underenrollment Letter of Completion.

**Committee Reports**

Parent Committee Minutes – None to Report

Reports from Policy Council Community Representatives -

Stacy Kilwein shared she has been doing some short sessions for parents at the West Dakota Parent and Family Resource Center on screen time. She said they have been well received. Love and Logic and Circle of Security classes are scheduled to start. Stacy shared along with Gearing up for Kindergarten and Gearing up for Preschool, she is looking at expanded classes to Gearing up for Baby and Gearing up for High School.

Stacy shared the Parent Fair is scheduled for April 11, 2026, from 10am-2pm at the Dickinson High School.

**Announcements**

The next Policy Council meeting will be determined and shared with the group.

Adjournment - The meeting was adjourned at 1:20pm

Submitted by:

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Sofia Ortiz, Secretary

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Date