



Members Present Via Zoom: Andrea Huschka, Stacy Kilwein, 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 12:05pm.

Minutes: The minutes from the January 21, 2026, 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 Financial Report.

Head Start Preschool Financial Report - February 2026 with a grant end date of January 31, 2026 – The total remaining in the grant was \$(4,474.34) with current month expenditures at \$51,480.51. Administrative costs are at 9%. InKind for the year was at \$49,123.08.

Early Head Start Financial Report – February 2026 with a grant end date of January 31, 2026 – The total remaining in the grant was \$58,443.47 with current month expenditures at \$37,967.44. Administrative costs are at 12%. InKind for the year was \$63,024.85.

USDA – The February, 2026 reimbursement was \$8,881.61.

USDA – The March, 2026 reimbursement was \$11,966.30.

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

CAP Governing Board – Jennifer Braun, HS Director, shared the January 27, 2026 and the March 24, 2026, CAP Governing Board meeting minutes. Jennifer shared the Region 8/CAPND State Conference is July 28-30, 2026 in Fargo, ND. If any Policy Council members would like to attend, they need to talk to Maria Ricks at the CAP office. The next Governing Board meeting will be May 26, 2026 from 10am – 12pm at the Community Action Partnership main office. All Policy Council members are welcome to attend.

Unfinished Business

Second Reading of Policies

Immunization Policy - Jennifer Braun, HS Director, shared the recommended changes are based on the updated CDC recommendations. Stacy motioned to approve the second reading of the Immunization Policy. Carolyn seconded the motion. The motion carried.

New Business

Approval of Head Start Health Coordinator - Jennifer Braun, HS Director, shared the recommendation is to hire Rayne Anderson. Carolyn motioned to approve Rayne Anderson as the Head Start Health Coordinator. Stacy seconded the motion. The motion carried.

Approval of Early Head Start Infant/Toddler Teaching Assistant - Jennifer Braun, HS Director, shared the recommendation is to hire Josie Messer. Carolyn motioned to approve Josie Messer as an Early Head Start Infant/Toddler Teaching Assistant. Stacy seconded the motion. The motion carried.

Approval of Head Start Preschool Teacher - Jennifer Braun, HS Director, shared the recommendation is to hire Clara Alvarez. Carolyn motioned to approve Clara Alvarez as a Head Start Preschool Teacher. Stacy seconded the motion. The motion carried.

First Reading of Policies

Communication and Data Management Policy - Jennifer Braun, HS Director, shared there are no suggested changes. Carolyn motioned to approve the first reading of the Communication and Data Management Policy. Stacy seconded the motion. The motion carried.

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

Parent Standards of Conduct - Jennifer Braun, HS Director, shared there are no suggested changes. Carolyn motioned to approve the first reading of the Parent Standards of Conduct Policy. Stacy seconded the motion. The motion carried.

Self Assessment Policy - Jennifer Braun, HS Director, shared there are no suggested changes. Carolyn motioned to approve the first reading of the Self Assessment Policy. Stacy seconded the motion. The motion carried.

Staff Qualifications and Professional Development Policy - Jennifer Braun, HS Director, shared there are no suggested changes. Carolyn motioned to approve the first reading of the Staff Qualifications and Professional Development Policy. Stacy seconded the motion. The motion carried.

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

Directors Report: The Director's Report included the March, 2026 Key Indicators; the January, February, and March, 2026 Program Summaries; HSP and EHS Attendance Analysis for January, February and March, 2026; Staff Changes/Resignations; Notice of Award for the Continuation Grant, Year 2; and the CAPND Needs Assessment.

Committee Reports

Parent Committee Minutes – None to Report

Reports from Policy Council Community Representatives - Stacy Kilwein wanted to thank the participation of community resource groups from the Parent Fair that took place April 11, 2026. She indicated that it was good getting out resource information for parents.

Announcements

The next Policy Council meeting is TBD via Teams

Adjournment - The meeting was adjourned at 1:10 pm

Submitted by:

Sofia Ortiz, Secretary

Date