



Community Action Partnership
Head Start Policy Council
Minutes
June 23, 2026
9:00am

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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) 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 9:00am.

Minutes: The minutes from the May 28, 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 - April, 2026 with a grant end date of January 31, 2027 – The total remaining in the grant was \$1,088,739.84 with current month expenditures at \$123,646.12. Administrative costs are at 10%. InKind for the year was at \$14,154.86.

Early Head Start Financial Report – April, 2026 with a grant end date of January 31, 2027 – The total remaining in the grant was \$1,005,158.41 with current month expenditures at \$86,614.79. Administrative costs are at 13%. InKind for the year was at \$11,703.97.

USDA – The May, 2026 reimbursement was \$7,233.36.

CAP Governing Board Report – Erv Bren, shared the Region 8/CAPND State Conference is July 28-30, 2026 in Fargo. The next Governing Board Meeting will be July 27, 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

Confidentiality Policy and Agreement - Jennifer Braun, HS Director, shared there are no suggested changes. After some discussion it was recommended to add that Head Start staff should not initiate contact in public with parents and students. Carolyn motioned to approve the second reading of the Confidentiality Policy and Agreement with the changes. Andrea seconded the motion. The motion carried.

Program Planning Procedure and Timeline - Jennifer Braun, HS Director, shared the suggested changes with the timeline based on the updated grant year. Carolyn motioned to approve the second reading of the Program Planning Procedure and Timeline. Andrea seconded the motion. The motion carried.

Staff Income Determination & Verification Procedure Acknowledgement Form - Jennifer Braun, HS Director, shared there are no suggested changes. Carolyn motioned to approve the second reading of the Staff Income Determination & Verification Procedure Acknowledgement Form. Andrea seconded the motion. The motion carried.

New Business

Approval of Eligible children for Head Start Preschool 2026-2027 - Jennifer Braun, HS Director, shared there were 8 children on the waitlist who are Eligible for Head Start Preschool for 2026-2027 designated as homeless, in foster care, or receiving Public Assistance benefits (such as SNAP, TANF, SSI). Carolyn motioned to approve the acceptance of Eligible Children for Head Start Preschool for the 2026-2027 program year. Andrea seconded the motion. The motion carried.

Approval of Income Eligible children for Head Start Preschool 2026-2027 - Jennifer Braun, HS Director, shared there were 14 children on the waitlist who are income eligible by falling between 0-100% of the federal poverty guidelines for the fall of 2026. Carolyn motioned to approve the acceptance of Income Eligible children for Head Start Preschool for the 2026-2027 program year. Andrea seconded the motion. The motion carried.

Approval of Over Income children for Head Start Preschool 2026-2027 - Jennifer Braun, HS Director, shared there are 8 children on the waitlist who are over 131% of the federal poverty income guidelines for the fall of 2026. Carolyn motioned to approve the acceptance of Over Income children for Head Start Preschool for the 2026-2027 program year. Andrea seconded the motion. The motion carried.

Approval of 101-130% Eligible children for Head Start Preschool 2026-2027 -

Jennifer Braun, HS Director, shared there were 4 children on the waitlist who fall between 101-130% of the federal poverty income guidelines for the fall of 2026. Stacy motioned to approve the acceptance of 101-130% income level for Head Start Preschool for the 2026-2027 program year. Carolyn seconded the motion. The motion carried.

First Reading of Policies

Child Abuse and Neglect Policy - Jennifer Braun, HS Director, shared there were no suggested changes. Stacy motioned to approve the first reading of the Child Abuse and Neglect Policy. Carolyn seconded the motion. The motion carried.

Child Care and Travel Vouchers - Jennifer Braun, HS Director, shared there were no suggested changes. Carolyn motioned to approve the first reading of the Child Care and Travel Vouchers Policy. Stacy seconded the motion. The motion carried.

Fundraiser Guidelines for Parent Committees Procedure - Jennifer Braun, HS Director, shared there were no suggested changes. Stacy motioned to approve the first reading of the Fundraising Guidelines for Parent Committees Procedure. Carolyn seconded the motion. The motion carried.

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

Impasse-Internal Dispute Resolution Policy - Jennifer Braun, HS Director, shared there were no suggested changes. Carolyn motioned to approve the first reading of the Impasse-Internal Dispute Resolution Policy. Stacy seconded the motion. The motion carried.

Parents Rights and Responsibilities - Jennifer Braun, HS Director, shared there were no suggested changes. Stacy motioned to approve the first reading of the Parents Rights and Responsibilities Policy. Carolyn seconded the motion. The motion carried.

Step Parents and Nonresidential Parents' Rights - Jennifer Braun, HS Director, shared there were no suggested changes. Stacy motioned to approve the first reading of the Step Parents and Nonresidential Parents' Rights. Carolyn seconded the motion. The motion carried.

Directors Report: The Director's Report included the May, 2026 Key Indicators; the May, 2026 Program Summary; May, 2026 Attendance Analysis; Staff

Changes/Resignations; the CAP Head Start Preschool and CAP Early Head Start School Readiness Report for 2025-2026 for Period 3.

Committee Reports

Parent Committee Minutes – None to Report

Reports from Policy Council Community Representatives – Carolyn Morowski shared that there will be a grant available for licensed childcare through ND HHS. The grant is for \$2,000 for eligible children on an IFSP or IEP, and will be a one-time benefit.

Announcements

The next Policy Council meeting is TBD via Teams.

Adjournment - The meeting was adjourned at 10:05am

Submitted by:

Sofia Ortiz, Secretary

Date