

**Wright County Community Action, Inc.**  
**Head Start/Early Head Start Policy Council Meeting Minutes**  
**June 18, 2024**

**Members Present:**

Paige Hasledalen, Buffalo 1 Representative, Secretary, MHSA Rep  
Ashley Brownell, Monti 207/208 Representative, Vice Chair  
Weendor Kamara, Otsego Representative, Chairperson  
Nicole Schmitz, Community Representative  
Kristin Otto, Community Representative

**Members Absent:**

Amanda Edwards, EHS Representative  
JorDyn Bresinger, Annandale Representative  
Alexis Bixby, Buffalo 2 Representative  
Sandra Rasmussen, Delano Representative  
Omanah Bultman, EHS Representative  
Briita Schwab, Howard Lake Representative  
Fayu Chiri, Monti 206 Representative  
Angela Susana Corado Padilla, Monti 209/210 Representative  
Angela Tusler, Montrose Representative  
Rebecca Calvin, WCCA Board Member (non-voting)  
Jennifer Greenhagen, WCCA Board Member (non-voting)

**Staff Present:**

Dara Smida, Head Start/Early Head Start Director  
Lisa Devitt, Education Coordinator

**I. Determine Quorum/Call to Order/Introductions**

The June 18, 2024 Policy Council meeting was called to order at 6:09PM by Weendor Kamara. A quorum was present, members introduced themselves, and the meeting began.

**II. Consideration/Approval of the June 18, 2024 Agenda**

Policy Council members approved the agenda as presented.

*Motion by Nicole Schmitz, second by Ashley Brownell to approve the June 18, 2024 agenda. Motion carried.*

**III. Consideration/Approval of the, 2024 Policy Council Minutes**

Policy Council members reviewed and approved the May 21, 2024 Policy Council minutes as e-mailed.

*Motion by Ashley Brownell, second by Nicole Schmitz to approve the May 21, 2024 Policy Council meeting minutes as e-mailed. Motion carried.*

**IV. Consideration/Approval of the April 2024 Financial Reports**

Staff and Policy Council members reviewed and discussed the April 2024 Financial Reports, including expenditures, credit card statements, and in-kind summary.

*Motion by Kristin Otto, second by Ashley Brownell to approve the April 2024 financial reports. Motion carried.*

**V. Unfinished Business**

None

**VI. New Business**

**a. Program Plan Amendment #1: HS/EHS COLA 2024**

Staff and the Policy Council reviewed and discussed use of the COLA funds for Head Start and Early Head Start. This includes a minimum of 2.35% COLA to increase the wage scale for all HS/EHS positions. The COLA will be paid retroactively to March 1, 2024.

*Motion by Ashley Brownell, second by Nicole Schmitz to approve Program Plan Amendment #1: HS/EHS COLA 2024.*

**b. 2023 Head Start/Early Head Start Self-Assessment Report**

Staff and the Policy Council reviewed and discussed the 2023 Self-Assessment Report.

*Motion by Ashley Brownell, second by Kristin Otto to approve the 2023 Head Start/Early Head Start Self-Assessment Report.*

**c. Head Start/Early Head Start 2024-25 Curriculum Plan**

Staff and the Policy Council reviewed and discussed the 2024-25 Curriculum Plan, detailing the primary curriculum for EHS and HS, and additional supplements to the curriculum.

*Motion by Ashley Brownell, second by Nicole Schmitz to approve the Head Start/Early Head Start 2024-25 Curriculum Plan.*

**VII. WCCA Board Report**

Dara shared that the Board discussed a new policy regarding vacation time and how staff are able to use it.

**VIII. Reports from Community Representatives, MHSA Representative, and Parents**

Kristin: Wright County Fair July 24-28

**IX. Program Director's Report**

**a. Updates from the Director**

**i. Dara:**

1. 113 kids accepted for Fall 2024.
2. Trying something new- Enrollment days to help make sure most paperwork is taken care of or what areas need following up on to get paperwork completed.

**b. Program Activity Report for May 2024.**

The Head Start Director shared the program activity report for May 2024, which details enrollment, attendance and meal counts for Head Start and Early Head Start.

**X. Schedule Next Meeting and Adjourn**

**a. The next Policy Council meeting is scheduled July 16, 2024 at 6:00PM in-person and via Zoom.**

**b. The June 18, 2024 Policy Council meeting adjourned at 7:05 PM.**

*Motion by Nicole Schmitz, second by Ashley Brownell to adjourn the June 18, 2024 Policy Council meeting. Motion carried.*