

**Wright County Community Action, Inc.**  
**Head Start/Early Head Start Policy Council Meeting Minutes**  
**June 20, 2023**

**Members Present:**

Paige Hasledalen, Buffalo 2 Representative, Secretary, MHSA Rep  
Ashley Brownell, EHS Representative, Vice-Chair  
Weendor Kamara, Rogers Representative, Chairperson  
Rebecca Calvin, WCCA Board Member (non-voting), MHSA Rep  
Kristin Otto, Community Representative

**Members Absent:**

Maxwell Tarpeh, Monti 207/208 Representative  
Jen Greenhagen, WCCA Board Member (non-voting)  
Lynn Wuollet, Howard Lake Representative  
Brianna Mallak, Montrose Representative  
Joanna Happe, Annandale Representative

**Staff Present:**

Dara Smida, Head Start/Early Head Start Director

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

The June 20, 2023 Policy Council meeting was called to order at 6:04 PM by Weendor Kamara. A quorum was present, members introduced themselves, and the meeting began.

**II. Consideration/Approval of the June 20, 2023 Agenda**

Policy Council members approved the agenda as presented. Carrier Herber resigned as the Buffalo 1 Representative and we are working on getting a replacement. New Monticello Representative, Maxwell Tarpeh, as of last week.

*Motion by Ashley Brownell, second by Kristen Otto to approve the June 20 agenda.*

**III. Consideration/Approval of the May 16, 2023 Policy Council Minutes**

Policy Council members reviews and approved the May 16, 2023 Policy Council minutes as e-mailed.

*Motion by Ashley Brownell, second by Kristen Otto to approve the May 16, 2023 Policy Council meeting minutes as e-mailed.*

**IV. Consideration/Approval of the May 2023 Financial Reports**

Staff and Policy Council members reviewed and discussed the May 2023 Financial Reports, including expenditures, credit card statements, and in-kind summary.

*Motion by Paige Hasledalen, second by Ashley Brownell to approve the May 2023 financial reports.*  
*Motion carried.*

**V. Unfinished Business**

None

## **VI. New Business**

### **a. Head Start Lease Agreement with Kaleidoscope Charter School**

Staff and the Policy Council reviewed and discussed the lease agreement between WCCA and Kaleidoscope Charter School for our St. Michael classroom. Located in Otsego, in one of their kindergarten rooms. Agreed to same cost to location prior, agreement include a year lease & if it works out after one year, we will hopefully renew for the next three years. May utilize their kitchen for meals. Transportation will be by parents during the next school year. Weendor asked about the playground sharing. Dara explained that our Health Coordinator will see if there will be any restrictions for preschoolers to use it, if not then we could set up a smaller play area for the preschoolers. Dara hopes they should be able to use it and work something out with the other school teachers there.

*Motion by Ashley Brownell, second by Kristin Otto to approve the KCS Lease Agreement.*

## **VII. WCCA Board Report**

Dara: Stephanie Pula was elected to the board of directors at the last meeting. Board discussed forming a finance committee, as recommended by OEO. All in One Accounting, WCCA's fiscal consultant, will come to present at August meeting.

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

Kristin: Talked about advertising issues with the open house for Wright County Sheriff's Office, but it was well-attended.

Rebecca: No updates from MHSA from last meeting

Ashley: Mentioned tomorrow 6-21-23 "You're Not Alone" fundraiser for therapy dogs. At Nordic in Monticello from 5-7pm. She will be sending a flyer to Dara to get out to share with others.

Paige: Asked about teacher supplies, and shelving for Buffalo classroom.

## **IX. Program Director's Report**

### **a. Updates from the Director**

Enrolment reduction application was approved and Mound will be closed next school year. Bus and church has been notified we will not be renewing the lease. Dara working on getting a trailer scheduled to start moving stuff from Mound to Maple Lake. Closing that location will increased wages for our teachers.

St. Michael hours changing next year from 8am to 2pm instead of 8:30am-2:30pm.

Annandale location we are waiting on more information about which location we will be renting/utilizing for classrooms.

Buffalo hours will change to 8 am to 2:30pm to allow more time for the WTC Big Buddies to participate in Head Start classrooms.

### **b. ACF-IM-HS-23-02 American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF**

The Head Start Director shared an Information Memorandum, which reminds AIAN Head Start programs that if families are eligible for benefits and services funded by tribal TANF, then they also meet categorical eligibility requirements for Head Start.

### **c. Program Activity Report for May 2023.**

The Head Start Director shared the program activity report for May 2023, which details enrollment, attendance and meal counts for Head Start and Early Head Start. Dara: Discussion about reaching our attendance goals that month.

**X. Schedule Next Meeting and Adjourn**

**a. The next Policy Council meeting is scheduled Tuesday, August 15, 2023 at 6:00PM in-person and via Zoom. The July meeting has been canceled.**

**b. The June 20, 2023 Policy Council meeting adjourned at 6:39 PM.**

*Motion by Paige Hasledalen, second by Kristin Otto to adjourn the June 20, 2023 Policy Council meeting. Motion carried.*