

**Wright County Community Action, Inc.
Head Start Policy Council Meeting Minutes
November 18, 2025**

Members Present:

Meghan Polzin, Annandale Representative, Secretary (in-person)
Nicole Cantin, Buffalo 1 Representative (virtual)
JorDyn Bresinger, EHS Representative, Chairperson (virtual)
Jesse Masloski, Howard Lake Alternate (in-person)
Alexis Carrillo-Sigle, Monti 207/208 Representative (virtual)
Evette Holler, Otsego Representative (virtual)
Marina Eggink, Community Representative (in-person)
Nicole Schmitz, Community Representative (virtual)

Members Absent:

Sarah Nelson, Buffalo 2 Representative
Emily Lommen, Delano Representative
Gena LaPlante, Howard Lake Representative, MHSA Rep
Reanna Sigle, Monti 209/210 Representative
Samantha Peters, Montrose Representative, Vice-Chair
Jennifer Greenhagen, WCCA Board Member (non-voting)

Guest Present:

Omanah Bultman, Parent

Staff Present:

Dara Smida, Head Start/Early Head Start Director

- I. Determine Quorum/Call to Order/Introductions**
The November 18, 2025 Policy Council meeting was called to order at 6:04 PM by Dara Smida. A quorum was present, members introduced themselves, and the meeting began.
- II. Consideration/Approval of November 18, 2025 Agenda**
Policy Council members reviewed the agenda as presented.
Motion by Meghan Polzin, second by Marina Eggink, to approve the November 18, 2025 agenda. Motion carried.
- III. Consideration/Approval of the October 21, 2025 Policy Council Minutes**
Policy Council members reviewed the October 21, 2025 Policy Council minutes as e-mailed.
Motion by JorDyn Bresinger, second by Marina Eggink, to approve the October 21, 2025 Policy Council meeting minutes as e-mailed. Motion carried.
- IV. Consideration/Approval of the September 2025 Financial Reports**
Staff and Policy Council members reviewed and discussed the September 2025 Financial Reports, including expenditures, credit card statements, and in-kind summary.
Motion by Meghan Polzin, second by JorDyn Bresinger, to approve the September 2025 financial reports. Motion carried.
- V. Unfinished Business**
None
- VI. New Business**
 - a. Hiring & Termination Memo**
The Head Start Director presented a hiring and termination memo detailing staff hired or terminated since the last meeting.

Motion by Marina Eggink, second by JorDyn Bresinger, to approve the Hiring & Termination Memo as presented. Motion carried.

b. Election of Policy Council Chairperson

JorDyn Bresinger was nominated by Marina Eggink to serve as the new Policy Council Chairperson.

Motion by Meghan Polzin, second by Marina Eggink, to elect JorDyn Bresinger as the Policy Council Chairperson. Motion carried.

c. Program Governance Training—Impasse Procedure

The Head Start Director and members reviewed the current impasse procedure.

d. Grant 05CH012511-03 Application and Budget

Staff and the Policy Council reviewed and discussed the program plan and budget for year three of grant 05CH012511.

Motion by JorDyn Bresinger, second by Nicole Schmitz, to approve the program plan and budget for grant 05CH012511-03. Motion carried.

VII. WCCA Board Report

At the last Board meeting, weatherization, energy assistance and head start presented their program plans. All were approved. The Board also discussed and approved an updated vacation policy for staff.

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

- Marina reported that the Bootacular was a success, but some vendors did not show up.
- Evette and Omanah reported that the Brown Bear event at Otsego went well and was well attended.
- One member asked how classrooms are getting families to show up for family engagement. Members suggested offering food and activities that parents and children can do together. We also discussed which days/evenings might be most successful and asking the parents at that location what they would like to see.

IX. Program Director's Report

a. Updates from the Director

- Both early head start and head start preschool are fully enrolled.
- We are fully staffed except for a part-time center aide in Howard Lake.
- Annandale, Montrose and Delano had state DHS licensing visits November 3. Annandale had no violations. Montrose has an exterior door that needs repair. The BHM school district is taking care of that. Delano had a violation for a staff not signing off a child's food allergy paperwork. This has been corrected.

b. Program Activity Report for October 2025.

The Head Start Director shared the program activity report for October 2025.

X. Schedule Next Meeting and Adjourn

a. The next Policy Council meeting is scheduled for December 16, 2025 at 6:00PM in-person and via Zoom.

b. The November 17, 2025 Policy Council meeting adjourned at 6:46 PM.

Motion by JorDyn Bresinger, second by Evette Holler, to adjourn the November 17, 2025 Policy Council meeting. Motion carried.

Respectfully Submitted by: Meghan Polzin, Secretary