Wright County Community Action, Inc.
Head Start/Early Head Start Policy Council Meeting Minutes
October 20, 2026

Members Present:
Elena Stoeckel, Delano Representative (virtual)
Jazmyn Harville, EHS Representative (virtual)
Nancy Calmene Iriho, Monti 206 Representative (virtual)
Aileen Taylor, Monti 209/210 Representative (in-person)
Andi Jacobsen, Montrose Representative (virtual)
Marina Eggink Community Representative (in-person)
Megan Truenow, Community Representative (virtual)

Members Absent:
Meghan Polzin, Annandale Representative
Cynthia Howard, Buffalo 1 Representative
Diane Lopez, EHS Representative
Matthew Stewart, Howard Lake Representative
Sophia Migneault, Monti 207/208 Representative
Evette Holler, Otsego Representative

Staff Present:
Dara Smida, Head Start/Early Head Start Director

I. Determine Quorum/Call to Order/Introductions

The October 20, 2026 Policy Council meeting was called to order at **6:04PM** by Dara Smida, Head Start Director. A quorum was present, members introduced themselves, and the meeting began.

II. Program Governance Overview

a. Program Governance. The Director presented program governance training to members. Training included Roberts Rules of Order, and the roles and responsibilities of the Policy Council (Head Start Act - 642 (c) (2)).
b. The Director provided training on Conflict of Interest to Policy Council members.
c. Staff and members reviewed the responsibilities of Policy Council officers. Officers were elected.

Chair: Aileen Taylor was nominated by Marina Eggink
*Motion by: Marina Eggink, second by Andi Jacobsen to elect **Aileen Taylor** as the Policy Council Chair. Motion carried.*

Vice Chair: No nominations were made for Vice Chair. This will be added to the November meeting.

Secretary: No nominations were made for Secretary. This will be added to the November meeting.

MHSA Parent Rep: Andi Jacobsen nominated themselves.
*Motion by Jazmyn Harville, second by Megan Truenow to elect **Andi Jacobsen** as the Minnesota Head Start Association Parent Representative. Motion carried.*

III. Consideration/Approval of October 20, 2026 Agenda

Policy Council members reviewed the agenda as presented.
Motion by Marina Eggink, second by Andi Jacobsen to approve the October 20, 2026 agenda. Motion carried.

IV. Consideration/Approval of the September 15, 2026 Policy Council Minutes

Policy Council members reviewed the September 15, 2026 Policy Council minutes as e-mailed.
Motion by Megan Truenow, second by Andi Jacobsen to approve the September 15, 2026 Policy Council meeting minutes as e-mailed. Motion carried.

V. Consideration/Approval of the August 2026 Financial Reports

Staff and Policy Council members reviewed and discussed the August 2026 Financial Reports, including expenditures, credit card statements, and in-kind summary.
Motion by Marina Eggink, second by Andi Jacobsen to approve the August 2026 financial reports. Motion carried.

VI. Unfinished Business

None

VII. 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 Andi Jacobsen, second by Jazmyn Harville to approve the Hiring & Termination Memo as presented. Motion carried.*

VIII. WCCA Board Report

WCCA is in the process of electing a new Board member with expertise in Early Childhood. This person will serve as the Policy Council liaison.

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

- Marina shared there are some changes to the car seat program for people who have Blue Plus insurance.
- Megan shared that next year is Milestones' 50th anniversary. They will have a celebration open to the community. Milestones has new flyers for their Family, Friends, and Neighbors (FFN) program. Megan will send these to Dara to distribute.
- Andi asked that we share with families where staff vacancies are and what the qualifications are for the vacant positions. Dara will start sending that information out after this meeting.
- Jazmyn shared that EHS recently visited the apple orchard.

X. Program Director's Report

a. Updates from the Director

- **Enrollment—**Head Start preschool is currently under-enrolled. We have multiple openings in Buffalo and along Highway 12.
- **Staffing—**openings for a Teacher in Howard Lake, a center aide in Buffalo. We also need a long-term sub in Annandale to cover a teacher absence.
- **Upcoming federal review.** WCCA is having a federal review the week of November 2. Reviewers will be on site interviewing staff and parents, and visiting classrooms. We will

have a different federal review beginning November 16. This review is on the Classroom Assessment Scoring System (CLASS). We will record classrooms and reviewers will score the recordings.

b. Program Activity Report for September 2026.
The Head Start Director shared the program activity report for September 2026.

XI. Schedule Next Meeting and Adjourn

a. The next Policy Council meeting is scheduled for November 17, 2026 at 6:00PM in-person and via Zoom.

b. The October 20, 2026 Policy Council meeting adjourned at 7:04PM.
Motion by Andi Jacobsen, second by Megan Truenow to adjourn the October 20, 2026 Policy Council meeting. Motion carried.

Respectfully Submitted by: Dara Smida, Head Start Director