

Policy Council Meeting
8-26-25

Submitted by: Brandy Klinesmith and Teena Branson

Members Present: Vanessa Gleason, Brandy Klinesmith, Kristen Gompert, Cara Edington, Debra Jo Mason, Tiah Alvizar, Brittian Reinmuth, Jessica Brenizer, Maria Garcia, Echo Woyak, Jessica Goodrich, Shayna Hudson, Makenna Sempek, Veronica Gonzales,

Guests Present: NA

Staff Present: Kerry Mehling, Krystie Hohnstein, Lauren Starke, Joan DeWitt, Teena Branson, Crystal Smith, Susie Dominguez

Board Members Present: Tom Millette and Raymond Richards

Policy Council Meeting called to order by Tiah Alvizar, at 6:04pm. There were no new member introductions needed. Members reviewed the minutes from the July meeting. **Jessica Goodrich moved to approve the July minutes. Debra Jo Mason seconded the motion. Motion carried by roll call vote.**

Director's Report:

All members received a copy of the Director's report. Krystie Hohnstein reported on the enrollment numbers for the start of the year. The majority of the Teacher home visits have been completed, but numbers are still being entered. The first bus evacuation was completed this month. There was many pre-service trainings in preparation for the new year. Observations for classrooms and behavior health will start in September. National Night out went great as well for recruitment efforts.

Finance Report:

Head Start Preschool spending decreased during July due to not paying partnership school tuition. Head Start Preschool TTA had a lot of training, but currently is not exceeding the training budget. EHS spending was very similar to the prior month. EHS TTA had minimal training, but this will pick up in the coming months. The administrative cost percentage is well below 15% at 7.07%. The credit card report was reviewed and questions on charges were answered by Lauren. **Echo Woyak moved to approve the finance report. Jessica Brenizer seconded the motion. Motion carried by roll call vote.**

Board Report: Director Krystie Hohnstein reported on the Board Minutes, the new board member Eric Packer, was elected for the vacancy in District 11 and then the regular meeting took place. Dr. Barrett was asked to serve on the NDE Commissioner's Superintendent Advisory Committee, there are updates to Rule 11 that were discussed, ESU13 was awarded the Comprehensive State Literacy Development Grant to provide literacy training in 11 districts.

Old Business: Results of the 3rd Parent/Staff Self-Assessment-Members received a copy of the survey overviews in their monthly packets. The majority of the results were similar to previous years. Overall, the results were good. Teachers would like more time was a common response. Parents seemed to be overall satisfied.

New Business:

ESU#13 Employee Handbook and Human Resources Written Plan Review: Crystal Smith ESU13 Human Resources Manager presented on the handbook updates, the ESU/Head start turnover, retention and exit information along with employment trends and statistics.

5 Year Continuation Grant (Due December 2025): Krystie Hohnstein stated that there are no new updates. Community and Self-Assessment results will be reviewed to see if any changes will be needed in the upcoming grant application. Updates will be provided as the process moves forward.

Head Start One-Time Funds Grant Submission: Lauren Starke & Krystie Hohnstein reported on this. There are one-time funds grants that can be utilized for the nutrition program component. These could include kitchen updates, resources, and new nutrition supplies for the centers. A total of \$124,277 will be applied for. If it is awarded, then it will need to be used over the fiscal year. **Veronica Gonzales moved to approve the one-time funds grant submission. Brittain Reinmuth seconded the motion. Motion approved by roll call vote.**

Employment Openings - Agency-wide employment openings are found on the ESU13 website (www.esu13.org) under *Employment Openings*. There are no current employment openings within Head Start. Prospective Employees can also apply directly on this site. This was shown to members.

New Hires: Nirupama Das was hired on 8/4/25 for a full-time, full year Assistant Teacher at ELC. She volunteered over the summer and has two degrees in education from India and is in the process of getting those converted to American degrees. She also has ECE experience from her time working in India. *updates: employee records have been converted and she is now a teacher and has her CDA (8/28/25)

Veronica Gonzales moved to approve the New Staff Hires. Maria Garcia seconded the motion. Motion approved by roll call vote.

Center Reports: Minatare, HS CDC, and HS ELC provided center reports

The next meeting is scheduled for Tuesday, September 30th. Dinner will be served at 5:45pm and the meeting will begin promptly at 6:00pm.

**Remember to return your Policy Council Binders at this meeting to be updated for the new year.*

Meeting adjourned at 6:56 p.m.