



SENDCAA Head Start Birth to Five Policy Council

Tuesday, November 14, 2017

5:00 – 6:00 PM

Central Site Conference Room

3233 South University Drive (use west entrance)

Meeting Minutes

Welcome

Chairperson

Call to Order 5:02 pm

Chairperson

Roll Call – Introductions

Chairperson

Voting

Holly W- FPS

Chelsea N- West PD

Ashley D- South FD

Angie V- Anne Carlson

Jamie S- Early FD

Jenny D- Early FD

Linda S- Central FD

Jennifer E- South PD

Gurmeet W- North PD

Non-Voting

Lynette S- SENDCAA Board

Ray N- SENDCAA Board

Lindsey O- SENDCAA Staff

Rebecca P- SENDCCA Staff

Declaration of Quorum or Lack Thereof

Quorum met, 9 of 9 voting members present

Review Previous Month's Minutes

Lindsey O

- **Motion to approve November minutes**

Members reviewed last month minutes, no discussion.

Motion to approve the minutes was made by Jenny D, and seconded by Chelsea N.

Training Items

Lindsey O

- **Head Start Governance Systems Training**

Lindsey presented a power point highlighting the governance system at Head Start. Our SENDCAA Board of Directors members spoke about who the board is and what they do. Members were given the opportunity to ask questions.

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| TS Gold – Fall check point data Data from the first checkpoints on the children was presented. As usual we tend to see a higher number of children below expectations and less at the above expectations for the beginning of the year. | Lindsey O |
| 2016-2017 Self-Assessment Report and Corrective Action Plan <ul style="list-style-type: none"> Motion to Approve Self-Assessment Lindsey O presented the self-assessment results to members. Members had no concerns. Rebecca asked for input on ERSEA's improvement area 1. Lengthy discussion was had on how our program could reduce turnover at the beginning of the school year. Members think keeping applications up to date throughout the year, giving more info about the program at application time and increasing communication with those accepted will help reduce turnover at the beginning of the school year. Motion to approve was made by Jamie S and seconded by Jenny D. | Lindsey O |
| Financial Audit Members were informed that there were no Head Start findings in the financial audit and were given the opportunity to review the audit. | Lindsey O |
| Program Updates Lindsey shared updates with what all has been happening at the program so far this fall. | Lindsey O |
| Adjournment 5:59 pm | Chairperson |

If you are unable to attend, please call 235-8931. Thank you!

If you have any questions about Policy Council or need a ride please contact the

Family Advocate at your site:

| | | |
|--------------------------|--------------------------------|----------|
| Central Center: | Sam LaLonde | 235-8931 |
| Early Head Start Center: | Sheyenne Hill, | 298-6758 |
| Lisbon Center: | Jill Bergeman | 683-3133 |
| North Center: | Ashley Braaten | 235-8898 |
| South Center: | Heather Alberty-Schaffer | 364-9331 |
| Wahpeton Center: | Renita Quam, | 642-9825 |
| West Center: | Alyssa Keller & Emily Schmiess | 282-3351 |