



SENDCAA Head Start Birth to Five Policy Council

Tuesday, November 13, 2018

5:00 – 6:00 PM

Central Site Conference Room

3233 South University Drive (use west entrance)

---Meeting Minutes---

Welcome

Call to Order- 5:02 pm

Roll Call – Introductions

Voting Members

Patricia R- Central PD

June R- Early

Caliton N- West PD

Holly W- FPS, Even Start

Non-Voting Members

Ray N- SENDCAA Board

Lindsey P- SENDCAA Head Start

Rebecca P- SENDCAA Head Start

Review Previous Month's Minutes

- **Motion to approve October minutes**

Members reviewed last month's minutes. No discrepancies.

Motion to approve October minutes made by Patricia and seconded by June.

Voting in of Community Members

- **Motion to approve Community Members**

Holly detailed what she does in the community and why she spends time serving on our Policy Council.

Motion to approve Holly as a community member was made by Patricia and seconded by June.

Financial Reports

- **Financial Statement**
- **Credit Card Statement**
- **In-Kind**
- **USDA**
- **Attendance**
- **Parent Earnings Report**

Lindsey P/Patricia R

Lindsey P/Patricia R

Lindsey P/Patricia R

Lindsey P

Lindsey P

Members reviewed each report for any questions or concerns. Discussion was had on the increased spending and our budget's approach to the end of our fiscal year. No discrepancies.	
<i>Motion to approve Financials made by Patricia and seconded by Holly.</i>	Rebecca P
Self-Assessment Discussion & Approval	Lindsey P
<ul style="list-style-type: none"> Motion to approve Self-Assessment Members reviewed the results of the Self-Assessment process they had approved last meeting. No concerns with the results of the process.	
<i>Motion to approve Self-Assessment made by Patricia and seconded by Holly.</i>	
Duration Grant Discussion & Approval	Lindsey P
<ul style="list-style-type: none"> Motion to approve Duration Grant Members reviewed the Duration Grant narrative. Clarifying questions were asked to verify the understanding of all options that were available in Gwinner and Lisbon. Members reviewed supporting data and agreed with the course of the duration grant.	
<i>Motion to approve Duration Grant made by Patricia and seconded by Holly.</i>	
Funds Carry-over Discussion & Approval	Lindsey P
<ul style="list-style-type: none"> Motion to approval Funds Carry-over Funds Carry-over process was explained to members and why on was needed. No concerns.	
<i>Motion to approve Funds Carry-over made by Patricia and seconded by Holly.</i>	
Discussion & Approval of New Staff Hires	Lindsey P
<ul style="list-style-type: none"> Motion to Approve New Hires Only one resignation was needing approval.	
<i>Motion to approve New hires made by Patricia and seconded by Holly.</i>	
Program Updates	Lindsey P
Rebecca read through the component lead overviews.	
Adjournment- 5:50 pm	Patricia R

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