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| http://lsf-hsehs.lsfnet.org/PublishingImages/EarlyHeadStartLogo2.gif | **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**

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| **Welcome** | Chairperson |
| **Call to Order** 5:02 pm | Chairperson |
| **Roll Call – Introductions**  *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 | Chairperson |
| **Review Previous Month’s Minutes**   * **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. | Lindsey O |
| **Training Items**   * **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. | Lindsey O |
| **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**   * **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