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| http://lsf-hsehs.lsfnet.org/PublishingImages/EarlyHeadStartLogo2.gif | **SENDCAA Head Start Birth to Five**  **Policy Council**  **Tuesday, January 16, 2018**  **5:00 – 6:00 PM**  **Central Site Conference Room**  **3233 South University Drive (use west entrance)** |

**---Meeting Minutes---**

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| **Welcome** | Lindsey O |
| **Call to Order** 5:07 pm | Lindsey O |
| **Roll Call – Introductions**  *Voting*  Amber - West PD  Gurmeet W- North PD  Angie V- Anne Carlson  Holly W- FPS  *Non-Voting*  Jody C- SENDCAA Staff  Ray N- SENDCAA Board  Lindsey O- SENDCAA Staff  Rebecca P- SENDCAA Staff  **Declaration of Quorum or Lack Thereof**  4 of 10 voting members present. No quorum present, 2/3 vote used to pass | Lindsey O |
| **Review Previous Months Minutes**   * **Motion to approve December Minutes**   Members reviewed last month’s minutes, no discussion.  *Motion to approve the minutes was made by Holly and seconded by Gurmeet.* | Lindsey O |
| **Training Topic**  **Early Childhood Mental Health**  Our Mental Health Coordinator, Jody, shared with the policy council what her position looks like at Head Start and how critical mental health services are to our program. | Jody C |
| **Financial Reports**   * **Financial Statement** * **Credit Card Statement** * **In-Kind** * **USDA** * **Attendance** * **Parent Earnings Report**   Members reviewed the financial reports for the month of December. | Lindsey O |
| **Annual Report to the Community**  Lindsey presented the Annual Report to the Community and explained the process staff went through to collect the information for the document and who it will be shared with. All policy council Members received a copy of the report. | Lindsey O |
| **Program Updates**  Updates from the various component areas was shared with the members. | Lindsey O |
| **Adjournment** 5:46 pm | Lindsey O |

**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