



SENDCAA Head Start Birth to Five Policy Council

Tuesday, February 20, 2018

5:00 – 6:00 PM

Central Site Conference Room

3233 South University Drive (use west entrance)

---Meeting Minutes---

Welcome

Chairperson

Call to Order – 5:04 pm

Chairperson

Roll Call – Introductions

Chairperson

Voting Members

Chelsea N- West PD

Angie V- Anne Carlson

Jenny D- Early FD

Jamie S- Early FD

Holly W- FPS

Linda S- Central FD

Gurmeet- North PD

Non-Voting Members

Lindsey O

Rebecca P

Declaration of Quorum or Lack Thereof

7 of 9 voting members in attendance, Quorum present.

Review Previous Month's Minutes

Lindsey O

- **Motion to Approve January Minutes**

Members reviewed last month's minutes, no discussion

Motion to approve January's minutes made by Holly and seconded by Gurmeet.

Financial Reports

Lindsey O

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

Members reviewed the financial reports for January. Will review the credit card statement next month.	
Spring 2018 TS Gold Snapshot Data <ul style="list-style-type: none"> • Motion to Approve Spring 2018 TS Gold Data <p>Members reviewed the data collected by the education component showing progress at all sites since Fall.</p> <p><i>Motion to approve made by Jenny and seconded by Jamie.</i></p>	Lindsey O
Grant Funds Carry-over Request <ul style="list-style-type: none"> • Motion to Approve Grant Funds Carry-over <p>Lindsey shared the plans the program had to make major improvements to the parking lot and playground area at South. Due to early winter we could not complete the work in last year's grant. She shared the estimated cost and proposed to carry-over the funds to complete the work.</p> <p><i>Motion to approve made by Angie and seconded by Jamie.</i></p>	Lindsey O
2018 ERSEA Process & Timeline <ul style="list-style-type: none"> • Motion to Approve 2018 ERSEA process & timeline <p>Rebecca shared the plans to recruit, select and enroll children for the 2018-2019 program year. Changes to the process were made by previous policy council feedback including handouts about waitlist and attendance expectations and an RSVP process is planned to reduce no shows at the beginning of the year.</p> <p><i>Motion to approve made by Chelsea and seconded by Jenny.</i></p>	Rebecca P
Family Goals Update <p>Rebecca shared plans to continue to address family goals across the program.</p>	Rebecca P
Program Updates <p>Lindsey shared component updates</p>	Lindsey O
Adjournment- 6:10 pm	Chairperson

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