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| http://lsf-hsehs.lsfnet.org/PublishingImages/EarlyHeadStartLogo2.gif | **SENDCAA Head Start Birth to Five**  **Policy Council**  **Tuesday, October 17, 2017**  **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** 5:09 | Lindsey O |
| **Roll Call – Introductions**  Chelsea N  Sarah R  Angie V  Gurmeet W  Satpal W  Jenny D  Linda S  Ray N  Lindsey O  Rebecca N  6 of 11 voting members were present, Quorum was meet. 2/3 vote was used to pass all motions. | Lindsey O |
| **What is Policy Council?**  Policy Council Handbook 2017-2018 was distributed and reviewed with all present members. Rebecca emphasized attention to the Policy Council position description, operating guidelines, and calendar. | Rebecca P |
| **Training Items**   * **Roberts Rules of Order-**   Rebecca reviewed what Parliamentary procedure/ Roberts Rules of order is and why we use it in our meetings. Examples were given on how we use this process.   * **Code of Conduct**   Members were asked to review the codes of conduct for a Policy Council Member and sign if they agreed.   * **Governance Systems in HS**   Rebecca referred members back to the handbook and explained the governance system process in Head Start. It was emphasized with members how important their role is to our program management and the importance of members attending all meetings. | Rebecca P |
| **Installation of Officers & Standing Committees**  Members were referred back to the handbook and officers were voted in*.*   * **Executive Committee**  1. **Chair**- Jenny D 2. **Vice Chair**- Linda S 3. **Secretary-** (waiting until next meeting)  * **Interview Committee**  1. Jenny 2. Gurmeet | Rebecca P |
| **Financial Report**  Lindsey O presented the financials and explained how to review each document. The opportunity for questions or concerns was given after each document.   * **Financial Statement** * **Credit Card Statement** * **In-Kind** * **USDA** * **Attendance** * **Parent Earnings Report** | Lindsey O |
| **Self-Assessment Process Discussion**  Lindsey O presented the plan for our current self-assessment process. | Lindsey O |
| **Grant Review & Discussion**  The grant process and the current grant was discussed and explained to members and the opportunity to review it was given. | Lindsey O |
| **Motion to Approve New Hires**  Members were presented the list of new hires and terminations since our last meeting in June 2017.  *Motion to approve made by Jenny D and seconded by Chelsea N.* | Lindsey O |
| **Adjournment-** 6:22 |  |

**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