



**SENDCAA Head Start Birth to Five  
Policy Council**

**Tuesday, December 21, 2016**

**5:00 – 6:00 PM**

**Central Site Conference Room**

**3233 South University Drive (use west entrance)**

**---Agenda Topics--**

<p><b>Welcome</b></p>	<p>Lindsey O</p>
<p><b>Call to Order- 5:10 pm</b></p>	<p>Lindsey O</p>
<p><b>Roll Call – Introductions &amp; Declaration of Quorum or Lack Thereof</b>  <i>Danielle John- Central FD</i>  <i>Angie Villarreal- Anne Carlson</i>  <i>Holly Williams- Fargo Public Schools</i>  <i>Ray Nelson- SENDCAA Board</i>  <i>Lindsey O- Staff</i>  <i>Rebecca N- Staff</i>  <i>Ciara L- Staff</i></p>	<p>Lindsey O</p>
<p><i>Quorum not met 3 of 14 voting members present, 2/3 votes applied to all motions</i></p>	
<p><b>Motion to approve November Meeting Minutes</b>   <i>Motion to approve the previous meetings minutes was made by Danielle and seconded by Angie.</i>  <i>** Danielle was not at the previous meeting so Alicia Clements was contacted to approve the meeting minutes in her place.</i></p>	<p>Lindsey O</p>
<p><b>Program Goal Review &amp; Update</b>  <i>Lindsey shared a handout of the goals detailed in our grant with all present members. Members reviewed the goals and were asked if they had any questions. Lindsey shared that management team will begin reporting on these goals monthly in the management team meeting. Updates will then be reported to Policy Council at their monthly meeting.</i></p>	<p>Lindsey O</p>
<p><b>Annual Report to the Community Overview</b></p>	<p>Lindsey O</p>

*Members were given a copy of the annual report. Members reviewed the information and were given the opportunity to ask any questions of the information.*

### **Family Goals & Parent Committee Update**

*Rebecca shared the updates from the sites most recent parent committee events. Danielle gave feedback that she didn't feel the event was advertised strongly at her sites and she hopes to see that improve in the future.*

*Rebecca also discussed the family goal setting process we follow, sharing the goal worksheet we follow and the events we are targeting towards those goals. Members were asked to provide any ideas or feedback on the process or the events. Holly was willing to reach out to her supervisor Jennifer at FPS to help with the continuing education goal.*

### **ERSEA Points System Conversation**

*Ciara presented her plans to improve the application process and update our points system. Four feedback questions were handed out to members and asked to be returned. Family advocates will also be reaching out for feedback from the members who were not present. Angie expressed concerns with clients being unable to transport themselves to an onsite interview style application and would like to see some home based application options. Holly discussed her similar application process and how pointing works at Even start.*

### **Financial Report**

- **USDA**
- **In-Kind**

*Members were given the financial reports and asked to review them. There was an increase in spending in the last month due to the ending the grant cycle. Charges were explained for members as questions arose.*

### **Parent Earnings Report**

*The Parent Earning Account current amount was shared. Danielle asked about the possibility of gift buying, it was explained that it is no longer allowed with this account.*

### **Motion to Approve New Hires**

*Motion to approve new hires was made by Holly Williams and seconded by Angie Villarreal.*

Rebecca N

Rebecca N &  
Ciara L

Lindsey O

Lindsey O

Lindsey O

<b>Program Updates</b>	Lindsey O
<i>Lindsey read through current program updates.</i>	
<b>New Business</b>	Lindsey O
<i>All members were told we are having a Board and Policy Council training event on January 24<sup>th</sup>.</i>	
<b>Adjournment – 6:02</b>	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, Family Advocate	235-8931
Early Head Start Center:	Sheyenne Hill, Family Advocate	298-6758
Lisbon Center:	Jill Bergeman, Health/Family Advocate	683-3133
North Center:	Position Open Health/Family Advocate	235-8898
South Center:	Alyssa Keller , Family Advocate	364-9331
Wahpeton Center:	Barb Buck, Health/Family Advocate	642-9825
West Center:	Emily Schmiess & Jess Zimmer Health/ Family	282-3351
South Center:	Ramya Chandrasekaran, Cultural liaison	235-8931