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|  | **SENDCAA Head Start Birth to Five**  **Policy Council**  **Tuesday, April 19, 2022**  **5:00 – 6:00 PM**  **Central Site Conference Room & Virtual “Zoom” Meeting**  **3233 University Drive South (use West entrance)**  **If you are unable to attend, please call 235-8931.** |

**Meeting Minutes**

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| **Welcome and Call to Order- 5:02pm** | Amber/Nicole |
| **Roll Call, Introductions, Status of Quorum**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Theresa M- Agassiz |  | Jed B-Lisbon | | |  | Sara C- Agassiz | X | Amber N-South | | |  | Nicole F-Central |  | Staphania M-South | | |  | Vicki W- Central |  | *Open*- Wahpeton FD | | |  | Sarah B- EHS |  | *Open- West PD* | | | X | Delphine M- EHS |  | Suahline G-West PD | | |  | Haley H-Comm Rep | X | Jennifer F- Comm Rep | | | X | Ray N-Board |  | Lynette S-Board | | | Current Members Present | | | | 3/16 | | Percentage Present | | | | 18.75% |   Non-voting members present: Nicole C, Heather A, Jamie S, Brandon K,  Quorum Present (51%+ membership)   |  |  |  |  | | --- | --- | --- | --- | |  | Yes | X | No, 2/3 vote used to conduct business | | Amber/Heather |
| **Review of Previous Month’s Minutes**  *Members were given a chance to review March’s meeting minutes. There were no changes or discrepancies. Motion to approve March minutes was made by Delphine M. and seconded by Jennifer F.* | Amber |
| **Head Start and Early Head Start Financial Reports**  *March financials and expenditures were reviewed. There were no additions to the financials or expenditures. A motion to approve Financials and Expenditures was made by Delphine M and seconded by Jennifer F.* | Nicole |
| **Review Parent Involvement Reports**  *In kind and parent earnings reports were reviewed. Send e-mail to teachers to remind about turning in in-kind.* | Nicole |
| **Enrollment Report/Attendance**  *Attendance and CACPS/USDA reports were reviewed.* | Heather |
| **Discussion & Approval of New Staff Hires & Resignations**  **New Hires:** Cheryl Walker – co-teacher at Early Head Start  **Resignations:** None  *A motion to approve New Hires & Resignations was made by Delphine M. and seconded by Jennifer F.* | Nicole/Heather |
| **Discussion & Approval of 2020-2021 Community Assessment**  *A motion to Approve 20-21 Community Assessment was made by Delphine M and seconded by Jennifer F.* | Nicole |
| **Review Focus Area 2 protocols for our review taking place the week of May 2**  Nicole reviewed the protocols and what the focus area 2 review is. Asked for parent volunteers for meeting with reviewers. Both Delphine and Amber indicated they would be able to attend the meeting. Send out invite to all Policy Council Members. Recommended to reach out to members individually to invite them. | Nicole |
| **Discussion & planning for Spring Picnic**  Lindenwood Park- Rheault Farm- Red River Zoo- connect with the Fargo Park district and check on dates. Will plan hotdogs, buns, lemonade, etc. | Nicole |
| **Head Start/Early Head Start Monthly Overview**  *Members were given time to read the component updates. Nicole also reviewed each component.* | Nicole |
| **Head Start Policy & Regulations**   * Information Memoranda * Communication and guidance from Secretary * Grant Applications/Correspondence |  |
| **Adjournment- 5:56pm** | Amber |