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|  | **SENDCAA Head Start Birth to Five**  **Policy Council-Meeting Minutes**  **Tuesday, December 21, 2021**  **5:00 – 6:00 PM**  **Central Site Conference Room & Virtual “Zoom” Meeting** |

**Meeting Minutes**

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| **Welcome and Call to Order-**5:00pm | Amber/Lindsey |
| **Roll Call, Introductions, Status of Quorum**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | X | Theresa M- Agassiz |  | Jed B-Lisbon | | |  | Sara C- Agassiz | X | Amber N-South | | | X | Nicole F-Central |  | Staphania M-South | | |  | Vicki W- Central |  | *Open*- Wahpeton FD | | |  | Cheyanne W- EHS |  | *Open- West PD* | | | X | Delphine M- EHS |  | *Open- West PD* | | |  | Haley H-Comm Rep |  | Jennifer F- Comm Rep | | | Current Members Present | | | | 8/11 | | Percentage Present | | | | 72% |   Quorum Present (51%+ membership)   |  |  |  |  | | --- | --- | --- | --- | |  | Yes | X | No, 2/3 vote used to conduct business | | Amber/Heather |
| **Mental Health & Disability Services**  Jody C., the Mental Health and Disabilities Coordinator reviewed her role at Head Start. She also discussed mental health issues for families and children at Head Start. Developmental disabilities and the screening and referral process at Head Start were also discussed. An information sheet was provided. | Jody C. |
| **Review of Previous Month’s Minutes**  Members were given a chance to review minutes. No discrepancies or discussion. Turned to motion. Motion to approve November’s minutes made by Delphine M and seconded by Nicole F. Members voted in favor. Motion passed. | Amber |
| **Head Start and Early Head Start Financial Reports**   * Financial Statements * Credit Card Expenditures   Members reviewed last month’s financial documents.  Motion to approve financials and expenditures was made by Nicole F and seconded by Delphine M. Members voted in favor. Motion passed. | Lindsey |
| **Review Parent Involvement Reports**   * In-Kind Report * Parent Earnings Report   Lindsey shared the in-kind and parent earnings report. | Lindsey |
| **Enrollment Report/Attendance Reports**   * Attendance Report * CACFP/USDA Report   Heather reviewed the attendance and USDA reports. | Heather |
| **Discussion & Approval of New Staff Hires & Resignations**  **New Hires:** Maggie Melkert, Rachel Hagen  **Resignations:** Austyn Bitzer, Revisia VanVolkinburg, Mari Bernstein, Deaneisha Wright, Colleen Geray  Lindsey shared new hires and terminates/resignations  A motion to approve new hires was made by Delphine M. and a second was made by Nicole F. Members voted in favor. Motion passed. | Lindsey |
| **Head Start Policy & Regulations**   * Information Memoranda * Communication and guidance from Secretary * Grant Applications/Correspondence | Lindsey |
| **Teaching Strategies Gold Data Report**  Report included in packet. Biggest item to note is that Head Start students are down approximately 50% in Literacy. This will continue to be focused on through the second half of the school year. | Lindsey |
| **2020-2021 Self-Assessment Process Approval**  The Self-Assessment Process was supposed to be included in the packet. Since it was not, Lindsey will e-mail after the meeting. A motion to approve the self-assessment process was received by Nicole F. with a second by Delphine M. Members voted in favor. Motion passed. | Lindsey |
| **2022 SENDCAA Coronavirus Hazard Pay Interim Policy**  Brandon was present to explain Coronavirus Hazard Pay Policy. A motion to approve the policy was made by Delphine M with a second by Nicole F. Members voted in favor. Motion passed. | Lindsey |
| **Head Start/Early Head Start Monthly Overview**  Included in packet- members reviewed on own | Lindsey |
| **Adjournment-** 6:16 pm | Amber |