|  |  |
| --- | --- |
|  | **SENDCAA Head Start Birth to Five**  **Policy Council**  **Tuesday -- October 19, 2021**  **5:00 – 6:00 PM**  **Central Site Conference Room & Virtual “Zoom” Meeting**  **If you are unable to attend, please call 235-8931.** |

**Meeting Minutes**

|  |  |
| --- | --- |
| **Welcome and Call to Order- 5:06 pm** | Lindsey |
| **Roll Call , Introductions, Status of Quorum –**  Voting members present:  Theresa M-virtual  Nicole F  Vicki W  Delphine M  Jed B-virtual  Amber N  Dave K-virtual  Jennifer F-virtual  Non-voting members Present:  Lindsey B  Heather A   * 8/15 present so can move forward with business | Heather |
| **Financial Reports**   * Financial Statement- * Credit Card Statement * Motion to approve Financials-Delphine M * Second –Nicole F * All approved * Motion carried | Mary Lou |
| **Installation of Officers & Standing Committees**  Executive Committee   * + - Chair-Amber N     - Vice Chairs-Delphine M     - Secretary-none | Heather & Lindsey |
| **Review Previous Month’s Minutes**   * Motion to approve September meeting minutes-Delphine M * Second-Nicole F * All approved * Motion carried | Heather |
| **Review Parent Involvement Reports**   * In-Kind Report * Parent Earnings Report | Lindsey |
| **Enrollment Report/Attendance**   * Attendance Report * CACFP/USDA Report | Heather |
| **Discussion & Approval of New Staff Hires & Resignations**  New Hires: Darrion  Resignations:   * Motion to Approve New Hires-Delphine M * Second: Nicole F. * All Approved * Motion carried | Lindsey |
| **Head Start Policy & Regulations**   * Information Memoranda-vaccine mandate discussion * Communication and guidance from Secretary * Grant Applications/Correspondence | Lindsey |
| **PIR 2020-2021**   * Reviewed PIR and Lindsey explained to the representatives what PIRs and why it is completed. | Lindsey |
| **Parking Lot Bid & Discussion**   * Discussion of available funding for parking lot project * Motion to Approve Parking Lot Bid-Nicole Fugl * Second-Delphine Martinez * All approved * Motion passed | Lindsey |
| **Grant Goals Review** | Lindsey |
| **Head Start/Early Head Start Monthly Program Updates** | Lindsey |
| **Adjournment-6:00pm** | Lindsey |