



# SENDCAA Head Start Birth to Five Policy Council

Tuesday, October 17, 2023

12:00 – 1:00 PM

Central Site Conference Room & Virtual “Zoom” Meeting

3233 University Drive South (use the west entrance)

If you are unable to attend, please call 235-8931.

## Meeting Minutes

<b>Welcome and Call to Order: 12:03 PM</b>				Amber
<b>Roll Call, Introductions, Status of Quorum</b>				Amber
x	Teresa L—Central		TBD—Kappel	
x	Amber E—Central	x	Kerriann S—West	
	Alyssa B—South	x	Kelsee B—Lisbon	
x	Jessika F—South		Ronni A—Wahpeton	
	Jennifer F—Comm Rep	x	Jamila G—EHS	
x	Rebecca N—Comm Rep		Paige P—EHS	
		x	Shantel F—Board	
Current Members Present			8/12	
Percentage Present			67%	
Non-voting members present: Sarah M, Koral S, Brandon K, Hailey (CCHSZ intern)				
Quorum Present (51%+ membership)				
x	Yes		No, 2/3 of votes used to conduct business	
<b>Review Previous Month’s Minutes</b>				Amber
<ul style="list-style-type: none"> <li>No discussion or questions.</li> <li>➤ Motion to approve September minutes made by Rebecca and seconded by Teresa. All present representatives were in favor, the motion was carried.</li> </ul>				
<b>Financial Reports</b>				Sarah
<ul style="list-style-type: none"> <li>Financial Statement</li> <li>Credit Card Statement</li> <li>➤ Motion to approve August 2023 Financials made by Jamila and seconded by Shantel. All present representatives were in favor, the motion was carried.</li> <li>➤ <del>Motion to approve September 2023 Financials made by and seconded by. All present representatives were in favor, the motion was carried.</del></li> </ul>				
<b>Review Parent Involvement Reports</b>				Sarah
<ul style="list-style-type: none"> <li>In-Kind Report</li> <li>Parent Earnings Report</li> </ul>				
<b>Enrollment Report/Attendance</b>				Koral
<ul style="list-style-type: none"> <li>Attendance Report</li> </ul>				

<ul style="list-style-type: none"> <li>• CACFP/USDA Report</li> </ul>	
<b>Discussion &amp; Approval of New Staff Hires &amp; Resignations</b> New Hires: Elise Montplaisir Resignations: MaCayla Rouland <ul style="list-style-type: none"> <li>➤ Motion to approve new hires made by Teresa and seconded by Jessika. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b>Discussion &amp; Approval of a New Paid Position: Mental Health &amp; Disabilities Coordinator</b> <ul style="list-style-type: none"> <li>➤ Motion to approve New Position, Mental Health &amp; Disabilities Coordinator made by Shantel and seconded by Jamila. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b><del>Head Start Policy &amp; Regulations</del></b> <ul style="list-style-type: none"> <li>• <del>Information Memoranda</del></li> <li>• <del>Communication and guidance from the Secretary</del></li> <li>• <del>Grant Applications/Correspondence</del></li> </ul>	Sarah
<b>Discussion &amp; Approval of Policy Council 2023-2024 Calendar</b> <ul style="list-style-type: none"> <li>➤ Motion to approve 2023-2024 Policy Council Calendar made by Jamila and seconded by Rebecca. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b>Discussion &amp; Approval of the 2023-2024 Kappel Center Calendar</b> <ul style="list-style-type: none"> <li>➤ Motion to approve 2023-2024 Kappel Center Calendar made by Teresa and seconded by Jessika. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b>Discussion on the 2022-2023 Head Start &amp; Early Head Start PIRSnapshots</b>	Sarah
<b>Discussion &amp; Approval of COVID Mitigation changes</b> <ul style="list-style-type: none"> <li>➤ Motion to approve updated COVID Mitigation Policy made by Jessika and seconded by Rebecca. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b>Discussion &amp; Review Grant Goals Review</b>	Sarah
<b>Discussion Parent Committee Meeting</b>	Koral
<b>September Program Updates</b>	Sarah
<b>Adjournment: 1:02 PM</b>	Amber