



SENDCAA Head Start Birth to Five Policy Council

Tuesday, February 20, 2024

12:00 – 1:00 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

Welcome and Call to Order: 12:05 PM					Amber
Roll Call, Introductions, Status of Quorum					Amber
x	Amber E—Central			Jhalisa B—Kappel	
RESIGN	Breanna Q—Central			Kerriann S—West	
	Jessica F—South			Ronnie A—Wahpeton	
x	Lacey F—South		x	Kelsee B—Lisbon	
x	Lindsey B—Comm Rep		x	Jamila G—EHS	
x	Jennifer F—Comm Rep		x	Nassim M—EHS	
	Rebecca N—Comm Rep		x	Shantel F—Board	
Current Members Present				8/14	
Percentage Present				57%	
Non-voting members present: Sarah M, Koral S, Brandon K					Amber
Quorum Present (51%+ membership)					
x	Yes		No, 2/3 of votes used to conduct business		
Discussion & Approval of New Policy Council Members Resignations & Replacements					Amber
Resignations: Breanna Quamme (Central)—HS employment New: Lindsey Burkhardt (Community Representative) <ul style="list-style-type: none">No discussion or questions.➤ Motion to approve resignations and new members made by Shantel and seconded by Nassim. All present representatives were in favor, the motion was carried.					
Review Previous Month’s Minutes					Amber
<ul style="list-style-type: none">No discussion or questions.➤ Motion to approve January minutes made by Shantel and seconded by Kelsee. All present representatives were in favor, the motion was carried.					
Financial Reports					Sarah
<ul style="list-style-type: none">Financial Statements➤ Motion to approve January 2024 Financials made by Nassim and seconded by Lacey. All present representatives were in favor, the motion was carried.Credit Card Statement➤ Motion to approve January 2024 Credit Card Statement made by Shantel and seconded by Kelsee. All present representatives were in favor, the motion was carried.					

Discussion & Approval of Last Grant Year Extension <ul style="list-style-type: none"> No discussion or questions. ➤ Motion to approve Last Grant Year Extension made by Nassim and seconded by Lacey. All present representatives were in favor, the motion was carried. 	Sarah
Review Parent Involvement Reports <ul style="list-style-type: none"> In Kind Report Parent Earnings Report ➤ Motion to approve using funds for a variety of \$10 gift cards for teacher appreciation at the March training day made by Shantel and seconded by Lacey. All present representatives were in favor, the motion was carried. 	Sarah
Enrollment Report/Attendance <ul style="list-style-type: none"> Attendance Report CACFP/USDA Report 	Koral
Discussion & Approval of New Staff Hires & Resignations New Hires: Jennifer Triske (Co-Teacher Early Head Start), Rashawndra Rice (Behavior Support Aid Kappel), Breanna Quamme (Long-Term Sub Central) Resignations: Darby Hestness, Esi Doe, Amber Martinson <ul style="list-style-type: none"> ➤ Motion to approve new hires/resignations made by Nassim and seconded by Shantel. All present representatives were in favor, the motion was carried. 	Sarah
Head Start Policy & Regulations <ul style="list-style-type: none"> Information Memoranda Communication and guidance from the Secretary Grant Applications/Correspondence 	Sarah
Governance Training	Sarah
Review By-Laws	Sarah
Head Start/Early Head Start Monthly Program Overview	Sarah
Future Events Discussion <ul style="list-style-type: none"> March 11th Training March Parent Committee Events 	Sarah
Adjournment: 12:53 PM	Amber