



SENDCAA Head Start Birth to Five Policy Council

Tuesday, January 23, 2023

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: 12:04 PM				Amber
Roll Call, Introductions, Status of Quorum				Amber
x	Amber E—Central		Jhalisa B—Kappel	
x	Breanna Q—Central	x	Kerriann S—West	
	Jessica F—South		Ronnie A—Wahpeton	
	Lacey F—South		Kelsee B—Lisbon	
	Lindsey B—Comm Rep	x	Jamila G—EHS	
	Jennifer F—Comm Rep	x	Nassim M—EHS	
x	Rebecca N—Comm Rep	x	Shantel F—Board	
Current Members Present			7/14	
Percentage Present			50%	
Non-voting members present: Sarah M, Koral S, Brandon K				
Quorum Present (51%+ membership)				
	Yes	x	No, 2/3 of votes used to conduct business	
Review Previous Month’s Minutes				Amber
<ul style="list-style-type: none"> No discussion or questions. ➤ Motion to approve December minutes made by Jamila and seconded by Shantel. All present representatives were in favor, the motion was carried. 				
Financial Reports				Sarah
<ul style="list-style-type: none"> Financial Statement Credit Card Statement ➤ Motion to approve December 2023 Financials made by Jamila and seconded by Kerriann. All present representatives were in favor, the motion was carried. 				
Review Parent Involvement Reports				Sarah
<ul style="list-style-type: none"> In-Kind Report Parent Earnings Report 				
Enrollment Report/Attendance				Koral
<ul style="list-style-type: none"> Attendance Report CACFP/USDA Report 				

Discussion & Approval of New Staff Hires & Resignations New Hires: Jennifer M (Financial Advisor), Calie S (Family Support – Central), Alicia H (Education Coordinator – Kappel), Fatima M (Teacher Assistant – Kappel), Stacie I (Behavior Support Aide – South), Jennifer Triske (Co-Teacher) Resignations: Alivia C, Rebecca E, Mary Lou Ohman (retired) Open Positions: 1 Co-Teacher – Early, 2 Teachers (1-South & 1-West), 1 BSA - Kappel ➤ Motion to approve new hires/resignations made by Kerriann and seconded by Rebecca. All present representatives were in favor, the motion was carried.	Sarah
Discussion & Approval of Fall Gold Data ➤ Motion to approve Fall Gold Data made by Kerriann and seconded by Jamila. All present representatives were in favor, the motion was carried.	Sarah
Discussion on Grant Goals Update	Sarah
Discussion on Self-Assessment Update	Sarah
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda <ul style="list-style-type: none"> ○ Performance Standards • Communication and guidance from the Secretary • Grant Applications/Correspondence <ul style="list-style-type: none"> ○ OHS Monitoring Review Report 	Sarah
Head Start/Early Head Start Monthly Program Overview	Sarah
Discussion of justification on change of scope for SENDCAA Head Start Birth to Five	Sarah
Adjournment: 1:33 PM	Amber