



SENDCAA Head Start Birth to Five Policy Council

Tuesday, October 22, 2024

4:00 – 5:00 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: 4:05 PM					Sarah
Roll Call, Introductions, Status of Quorum					Koral
x	Jamila G—Central	x	Lacey F—Kappel		
x	Megan F—Central	x	Darrell E—Kappel		
	Molly N—South	x	Jessica H—Lisbon		
x	Samanta M—South	x	Brittany M—Wahpeton		
	—Comm Rep	x	Nassim M—EHS		
	—Comm Rep		Taquoya S—EHS		
		x	Shantel F—Board		
Current Members Present			9/13		
Percentage Present			69%		
Non-voting members present: Sarah M, Koral S, Jody C					
Quorum Present (51%+ membership)					
x	Yes		No, 2/3 of votes used to conduct business		
Review Previous Month’s Minutes					Sarah
<ul style="list-style-type: none">No discussion or questions.➤ Motion to approve September minutes made by Jamila and seconded by Darrell. All present representatives were in favor, the motion was carried.					
Financial Reports					Sarah
<ul style="list-style-type: none">Financial StatementCredit Card Statement<ul style="list-style-type: none">➤ Motion to approve September 2024 Financials made by Megan and seconded by Shantel. All present representatives were in favor, the motion was carried.➤ Motion to approve September 2024 Credit Card Statement made by Darrell and seconded by Megan. All present representatives were in favor, the motion was carried.					
Review Parent Involvement Reports					Sarah
<ul style="list-style-type: none">In-Kind ReportParent Earnings Report					
Enrollment Report/Attendance					Koral
<ul style="list-style-type: none">Attendance ReportCACFP/USDA Report					

Discussion & Approval of New Staff Hires & Resignations New Hires: <ul style="list-style-type: none"> • Izabel Kruger-Lead Teacher C5 • Christina Tabery-Teacher Assistant K2 • Christian Zimmerman-Behavior Support Aide Kappel • Maggie Melkert, Dani Bittner, Deb Mauch, Stephanie Roerich-Mentor Teacher Coaches Resignations: <ul style="list-style-type: none"> • Stacy Narlock-Lead Teacher C5 • Ashley Braaten-Education Coordinator Central Open Positions: <ul style="list-style-type: none"> • Family Support Teacher C3/C4 • Education Coordinator Central • Behavior Support Aide- Kappel, Central, South, Early • Bus Driver Kappel (part time) ➤ Motion to approve new hires and resignations made by Megan and seconded by Nassim. All present representatives were in favor, the motion was carried.	Sarah
Election of Policy Council Officers for the 2024-2025 School Year <ul style="list-style-type: none"> • Chairperson-Jamila Gabisi • Vice-chairperson-Megan Flanders • Secretary-Lacey Finger ➤ Motion to approve election of policy council officers made by Shantel and seconded by Jamila. All present representatives were in favor, the motion was carried.	Sarah
Discussion on the 2023-2024 Head Start & Early Head Start PIR Snapshots	Sarah
Discussion & Review Grant Goals Review	Sarah
Discussion Parent Committee Meeting	Koral
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda • Communication and guidance from the Secretary • Grant Applications/Correspondence <ul style="list-style-type: none"> ○ Review addition requests of the 2024-2025 continuation grant application 	Sarah
September Program Updates	Sarah
Adjournment: 5:20 PM	Sarah