



SENDCAA Head Start Birth to Five Policy Council

Tuesday, November 17, 2020

5:00 – 6:00 PM

via Zoom

---Meeting Minutes---

Welcome

Call to Order- 5:04 PM

Roll Call – Introductions

Voting Members Present

Amanda B
Amber M
Amber N
Jennifer F
Andrea L
Sarah B
Kristin N
Wasifa H
Elisia L
Delphine M

Non-Voting Attendees

Lindsey B
Rebecca P

Review Previous Month's Minutes

Amber M pointed out she was not on the previous months minutes. Last month's minutes were amended to add her in.

- **Motion to Approve October Minutes**

Motion to approve amended minutes made by Elisia and seconded by Amber M.

Financial Reports

- **Financial Statement**
- **Credit Card Statement**
- **In-Kind**
- **USDA**
- **Attendance**
- **Parent Earnings Report**

Lindsey/Chairperson

Lindsey

Lindsey

Lindsey

Lindsey

Members reviewed the financials for last month. Lindsey discussed applying to carry over COVID funding that will be leftover. No concerns.

➤ **Motion to approve Financials**

Motion to approve financials made by Amber M and seconded by Andrea.

2019-2020 Self-Assessment Process Discussion

Lindsey shared our self-assessment process and resulting areas of improvement. Some discussion was had in favor of the areas.

➤ **Motion to approve 2019-2020 Self-Assessment**

Motion to approve self-assessment process made by Amber M and seconded by Delphine.

Staff Recognition Pay Policy

Lindsey shared with members the new policy that would help disperse funding to recognize staff program dedication and help boost morale during the pandemic. Members had favorable discussion on the policy and its importance.

➤ **Motion to approve Staff Recognition Pay Policy**

Motion to approve staff recognition pay made by Elisia and seconded by Delphine.

New Staff Hires & Resignations

New hires; Darian Kuckelman, K. Thomas Avegnon, Tatiana Aubert, Sarah Najjar, Kelly Anderson and Stephanie Gonzales, Mari Bernstein
Resignations: Darian Kuckelman, K. Thomas Avegnon and Tricia Heck

➤ **Motion to Approve New Hires & Resignations**

Motion to approve new hires made by Elisia and seconded by Amber.

Program Updates

Members were given the program updates to review.

New business- Children Masks

Parent members brought attention to children being masked in the classroom and the programs response to the issue. Positive discussion pursued with members generally in favor of recommending masks in the classroom for the kids. A few concerns related to asthma, appropriate ages and the need for breaks were brought up. Lindsey stated she would

Lindsey

Lindsey

Lindsey

Lindsey

Members

use this discussion to work with the management team to make additions to our response plan. Members were in favor of seeing those changes.

Adjournment- 6:10 pm

Special Meeting Called via Email 11/30/20

Per SENDCAA Head Start birth to Five Policy Council By-Laws guidance a meeting was called via email for necessary approval on submitting the COVID fund carryover request.

Voting Members Present

Amanda B
Amber M
Amber N
Jennifer F
Delphine M

Members were part of the discussion during the regularly scheduled Policy Council meeting in November and had approved with the Financials. Due to needing a separate motion and vote on this specific request the meeting was called.

➤ **Motion to approve COVID Funds carryover request**

Motion to approve first made by Danielle and seconded by Delphine.

Chairperson

Lindsey