



SENDCAA Head Start Birth to Five Policy Council

Tuesday, September 30, 2025

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	Nassim Mansouri—Central		Laura Wallace—Kappel		
X	Megan Flanders—Central		TBD—Kappel		
	Jamila Gabisi—South	X	Jessica Hinkle—Lisbon		
X	Josephine Gbozee—South	X	Aneiri Flores—Wahpeton		
	Sam Brewer—Comm Rep		Samanta Music—EHS		
	Janelle LaCoursiere—Comm Rep	X	Ashley Zaleski—EHS		
		X	Shantel F—Board		
Current Members Present			7/12		
Percentage Present			58%		
Non-voting members present: Sarah Mattson, Koral Sayles					
Quorum Present (51%+ membership)					
x	Yes		No, 2/3 of votes used to conduct business		
Learn about SENDCAA Head Start Birth to Five					Sarah
• PowerPoint ○ Discussion about SENDCAA and Head Start • Policy Council Handbook ○ Discussion about job descriptions for members ○ Discussion about operating guidelines ○ Discussion about by-laws • Standards of Conduct ○ Standards of Conduct were signed by those in attendance					
Governance Training PowerPoint					Sarah
• Parliamentary Procedure ○ Discussion about member responsibilities					
Financial Reports					Sarah
• August Financial Statement • August Credit Card Statement ➤ Motion to approve August Financials made by Megan and seconded by Ashley. All present representatives were in favor, the motion was carried.					
Review Parent Involvement Reports					Sarah
• Parent Earnings Report • July In-Kind Report					

Enrollment Report/Attendance • Attendance Report • CACFP/USDA Report	Koral
Head Start Policy & Regulations • Information Memoranda ○ Addressing vacant slots due to chronic absenteeism in Head Start programs ○ Fiscal year 2026 monitoring process for Head Start recipients ▪ Comprehensive transitional review ▪ CLASS review • Communication and Guidance from Secretary • Grant Applications/Correspondence	Sarah
October Parent Committee Discussion	Koral
<i>Next Meeting's Business</i> • Election of Policy Council Officers for the 2025-2026 School Year ○ Chairperson ○ Vice-chairperson ○ Secretary ○ Committees • Credit Card Statements • New Staff Hires and Resignations • Review and Discuss the 2024-2025 PIR Snapshots • Grant Goals Update • Self-Assessment • Community Assessment Update	Sarah
Adjournment: 5:07 PM	Sarah