



SENDCAA Head Start Birth to Five Policy Council

Tuesday, October 1, 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
Land Acknowledgement					Sarah
Roll Call, Introductions, Status of Quorum					Koral
X	Jamila Gabisi—Central	X	Darrell Jackson—Kappel		
X	Megan Flanders—Central	X	Lacey Finger—Kappel		
X	Molly Nelson—South		Jessica Hinkle—Lisbon		
X	Samanta Music—South		Brittany Myszka—Wahpeton		
	Lindsey Burkhardt—Comm Rep	X	Nassim Mansouri—EHS		
	—Comm Rep	X	Taquoya Saldana—EHS		
		X	Shantel F—Board		
Current Members Present				9/12	
Percentage Present				75%	
Non-voting members present: Sarah Mattson, Koral Sayles, Jody Claus, Kellie Day (EHS parent)					
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					
• Program Updates					
Training Items					Sarah
• Parliamentary Procedure					
○ Discussion about member responsibilities					
Financial Reports					Sarah
• August Financial Statement					
• August Credit Card Statement					
➤ Motion to approve August Financials made by Shantel and seconded by Jamila. All present representatives were in favor, the motion was carried.					

Review Parent Involvement Reports <ul style="list-style-type: none"> • August Parent Earnings Report 	Sarah
Discussion & Approval of New Staff Hires & Resignations New Hires: <ul style="list-style-type: none"> • Makayla Janssen—Teacher • Breanna Quamme—Teacher • Stacy Narlock—Teacher • Dena Pagel—Teacher Assistant • Izabell Kruger—Teacher Assistant • Sidnie Majors—Co-teacher • Christina Elkins—Co-teacher • Otto Svenningsen—Food Service • Chelsea Dennis—BSA • Shaynia Wilhelmi—BSA • Nyaruon Bithrow—BSA Resignations: <ul style="list-style-type: none"> • Loree Berg—Co-Teacher • Elyssa Zimmer—Co-Teacher • Korlu Barjalo—Teacher Assistant ➤ Motion to approve new hires/resignations made by Taquoya and seconded by Jamila. All present representatives were in favor, the motion was carried.	Sarah
Respiratory Viral Illness Mitigation Policy Discussion & Approval <ul style="list-style-type: none"> ➤ Motion to approve respiratory viral illness mitigation policy made by Lacey and seconded by Taquoya. All present representatives were in favor, the motion was carried. 	Sarah
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda <ul style="list-style-type: none"> ○ Final Ruling on Performance Standards • Communication and Guidance from Secretary • Grant Applications/Correspondence <ul style="list-style-type: none"> ○ Change in Scope Approval ○ PIR ○ Grant Goals 	Sarah
Discussion of October Parent Committee & Donation Drive	Koral
Adjournment: 5:15 PM	Sarah