



# SENDCAA Head Start Birth to Five Policy Council

Tuesday, January 21, 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: 4:06 PM					Jamila
Roll Call, Introductions, Status of Quorum					Koral
x	Jamila G—Central		Lacey F—Kappel		
x	Megan F—Central		Darrell J—Kappel		
	Molly N—South		Jessica H—Lisbon		
	Samanta M—South	x	Brittany M—Wahpeton		
	Dave Kemper—Comm Rep		Nassim M—EHS		
x	JC Schwartz—Comm Rep	x	Ashley Z—EHS		
		x	Shantel F—Board		
Current Members Present			6/13		
Percentage Present			46%		
Non-voting members present: Koral S, Carrie W					
Quorum Present (51%+ membership)					
	Yes	x	No, 2/3 of votes used to conduct business		
Discussion & Approval of New Community Representatives					Sarah
<ul style="list-style-type: none"><li>JC Schwartz—True North Church</li><li>Dave Kemper—Friends of the Children</li><li>➤ Motion to approve made by Shantel and seconded by Megan. All present representatives were in favor, the motion was carried.</li></ul>					
Review Previous Month’s Minutes					Sarah
<ul style="list-style-type: none"><li>No discussion or questions.</li><li>➤ Motion to approve December minutes made by Jamila and seconded by Ashley. All present representatives were in favor, the motion was carried.</li></ul>					
Financial Reports					Sarah
<ul style="list-style-type: none"><li>Financial Statement</li></ul>					
<ul style="list-style-type: none"><li>➤ Motion to approve December 2024 Financials made by Shantel and seconded by Megan. All present representatives were in favor, the motion was carried.</li></ul>					
<ul style="list-style-type: none"><li>Credit Card Statement—will be discussed during the February meeting.</li></ul>					
<ul style="list-style-type: none"><li>➤ Motion to approve December 2024 Credit Card Statement will be completed during the February meeting.</li></ul>					

<b>Review Parent Involvement Reports</b> <ul style="list-style-type: none"> <li>• <i>In-Kind Report—will be discussed during the February meeting.</i></li> <li>• <i>Parent Earnings Report—will be discussed during the February meeting.</i></li> </ul>	
<b>Enrollment Report/Attendance</b> <ul style="list-style-type: none"> <li>• Attendance Report</li> <li>• CACFP/USDA Report</li> </ul>	Koral
<b>Health Summary</b> <ul style="list-style-type: none"> <li>• HSAC Meeting Minutes <ul style="list-style-type: none"> <li>➤ Motion to approve May 2024 HSAC Meeting Minutes made by Megan and seconded by Ashley. All present representatives were in favor, the motion was carried.</li> </ul> </li> </ul>	Carrie
<b>Discussion &amp; Approval of New Staff Hires &amp; Resignations</b> New Hires: Nadia Smith, Kayla Austinson, Mary Johnson, Lynn Johnson, Makenzie Coleman, Talia Krank, Ashlyn McCalip Resignations: no resignations <ul style="list-style-type: none"> <li>➤ Motion to approve new hires made by Shantel and seconded by Megan. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b>Discussion on Grant Goals Update</b>	Sarah
<b>Conscious Discipline Parent Education</b> <ul style="list-style-type: none"> <li>• February 25th, 26th, and 27th 4-5 PM</li> </ul>	Koral
<b>Head Start Policy &amp; Regulations</b> <ul style="list-style-type: none"> <li>• Information Memoranda</li> <li>• Communication and guidance from the Secretary</li> <li>• Grant Applications/Correspondence</li> </ul> <b>Federal Review</b> <ul style="list-style-type: none"> <li>• January 27th-31st</li> </ul>	Sarah
<b>Head Start/Early Head Start Monthly Program Overview</b>	Sarah/Koral
<b>Adjournment: 5:00 PM</b>	Jamila