



SENDCAA Head Start Birth to Five Policy Council

Tuesday, November 19, 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: 4:01 PM				Jamila
Roll Call, Introductions, Status of Quorum				Koral
x	Jamila G—Central	x	Lacey F—Kappel	
x	Megan F—Central	x	Darrell J—Kappel	
x	Molly N—South		Jessica H—Lisbon	
x	Samanta M—South	x	Brittany M—Wahpeton	
	TBD—Comm Rep	x	Nassim M—EHS	
	TBD—Comm Rep	x	Ashley Z—EHS (NEW)	
		x	Shantel F—Board	
Current Members Present			10/13	
Percentage Present			77%	
Non-voting members present: Sarah M, Koral S, Jody C, Brandon K, Shelby B				
Quorum Present (51%+ membership)				
x	Yes		No, 2/3 of votes used to conduct business	
Discussion & Approval of New Policy Council Members Resignations & Replacements				
Resignations: Taquoya S—Early Representative				
New: Ashley Zaleski				
➤ Motion to approve resignations and new members made by Darrell and seconded by Samanta. All present representatives were in favor, the motion was carried.				
Review Previous Month’s Minutes				Sarah
• No discussion or questions.				
➤ Motion to approve October minutes made by Shantel and seconded by Lacey. All present representatives were in favor, the motion was carried.				
Financial Reports				Sarah
• Financial Statement				
• Credit Card Statement				
➤ Motion to approve October 2024 Financials made by Samanta and seconded by Nassim. All present representatives were in favor, the motion was carried.				

➤ Motion to approve October 2024 Credit Card Statement made by Lacey and seconded by Megan. All present representatives were in favor, the motion was carried.	
Review Parent Involvement Reports <ul style="list-style-type: none"> • In-Kind Report • Parent Earnings Report 	Sarah
Enrollment Report/Attendance <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Koral
Discussion & Approval of New Staff Hires & Resignations New Hires: Madyson Speer – Family Support/Teacher, Bellami Jensen – Teacher, Terisity Sullivan – BSA, Anita Prien – BSA, Lynn Johnson – Bus Driver, Maggie Melkert – Education Coordinator Resignations: Shaynia Willhelmi Open Positions: Early Co-Teacher, Behavior Support Aides ➤ Motion to approve new hires made by Darrell and seconded by Ashley. All present representatives were in favor, the motion was carried.	Sarah
Mental Health & Disability Services <ul style="list-style-type: none"> • Explanation of Services provided at HS/EHS by MHD Coordinator 	Shelby
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda <ul style="list-style-type: none"> ○ Public comment period on notice proposed rulemaking • Communication and guidance from the Secretary • Grant Applications/Correspondence 	Sarah
Discussion & Approval of Fall TS Gold Data <ul style="list-style-type: none"> ➤ Motion to approve 2024 Fall TS Gold Snapshot Data made by Lacey and seconded by Samanta. All present representatives were in favor, the motion was carried. 	Sarah
Self-Assessment Process & Action Plan <ul style="list-style-type: none"> ➤ Motion to approve Self-Assessment process and plan made by Megan and seconded by Lacey. All present representatives were in favor, the motion was carried. 	Sarah
December Parent Committee Discussion	Koral
Head Start/Early Head Start Monthly Program Overview	Sarah/Koral/Shelby
Adjournment: 5:08 PM	Jamila