



# SENDCAA Head Start Birth to Five Policy Council

Tuesday, September 26, 2023

5:00 – 6:00 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: 5:12 PM				Amber
Roll Call, Introductions, Status of Quorum				Amber
x	Teresa L—Central		TBD—Kappel	
x	Amber E—Central	x	Kerriann S—West	
	Alyssa B—South	x	Kelsee B—Lisbon	
x	Jessika F—South		Ronni A—Wahpeton	
	Jennifer F—Comm Rep	x	Jamila G—EHS	
x	Rebecca N—Comm Rep		Paige P—EHS	
		x	Shantel F—Board	
Current Members Present			8/12	
Percentage Present			67%	
Non-voting members present: Sarah M, Koral S, Brandon K				
Quorum Present (51%+ membership)				
x	Yes		No, 2/3 of votes used to conduct business	
Learn about SENDCAA Head Start Birth to Five				Amber/Sarah
<ul style="list-style-type: none"><li>• PowerPoint<ul style="list-style-type: none"><li>○ Discussion about SENDCAA and Head Start</li></ul></li><li>• Policy Council Handbook<ul style="list-style-type: none"><li>○ Discussion about job descriptions for members</li><li>○ Discussion about operating guidelines</li><li>○ Discussion about by-laws</li></ul></li><li>• Standards of Conduct<ul style="list-style-type: none"><li>○ Standards of Conduct were signed by those in attendance</li></ul></li></ul>				
Installation of Officers & Standing Committees				Amber/Sarah
<ul style="list-style-type: none"><li>• Executive Committee Voting &amp; Officer Responsibilities<ul style="list-style-type: none"><li>○ Chair—Amber<ul style="list-style-type: none"><li>➤ Motion to approve made by Shantel &amp; seconded by Kelsee. All present representatives were in favor, the motion was carried.</li></ul></li><li>○ Vice Chairs—Jamila, Teresa<ul style="list-style-type: none"><li>➤ Motion to approve made by Shantel &amp; seconded by Kerriann. All present representatives were in favor, the motion was carried.</li></ul></li><li>○ Secretary—Jessika</li></ul></li></ul>				

➤ Motion to approve made by Teresa & seconded by Kerriann. All present representatives were in favor, the motion was carried.	
<b>Training Items</b> <ul style="list-style-type: none"> <li>Parliamentary Procedure <ul style="list-style-type: none"> <li>Discussion about member responsibilities</li> </ul> </li> </ul>	Amber/Sarah
<b>Open Discussion</b> <ul style="list-style-type: none"> <li>How will we conduct meetings? <ul style="list-style-type: none"> <li>No discussion or questions</li> </ul> </li> <li>When should meetings occur? <ul style="list-style-type: none"> <li>3<sup>rd</sup> Tuesday of every month, 12-1 PM or 5-6 PM</li> </ul> </li> <li>Next meeting <ul style="list-style-type: none"> <li>October 17 will send out a survey to determine the time</li> </ul> </li> </ul>	Sarah
<b>Discussion &amp; Approval of New Staff Hires &amp; Resignations</b> <b>New Hires:</b> <ul style="list-style-type: none"> <li>Jody Claus—Assistant Director</li> <li>Ashley Braaten—West Education Coordinator</li> <li>Bailey Brantner—Kappel Family Support Coordinator</li> <li>Amber Martinson—Lisbon Teacher</li> <li>Rabeka Langer—Kappel Teacher</li> <li>MaCayla Rouland—Kappel Teacher</li> <li>Calie Schilke—South Teacher</li> <li>Ashlee Faulkner—South Teacher</li> <li>Darby Hestness—Central Teacher</li> <li>Alicia Haugen—West Teacher</li> <li>Katelyn Nona—Early Co-Teacher</li> <li>Elizabeth Dominguez—Early Co-Teacher</li> <li>Bev Hamilton—Early Co-Teacher</li> <li>Alivia Crummy—Early Co-Teacher</li> <li>Darian Leedom—Early Co-teacher</li> <li>Macy Boy—Kappel Teacher Assistant</li> <li>Stacie Ingalsvson—Kappel Teacher Assistant</li> <li>Roni Delany—South Teacher Assistant</li> <li>Debra Ballesteros—South Teacher Assistant</li> <li>Winter Malone—BSA at South</li> <li>Kemiah Bacon—BSA at Central</li> <li>Talia Krank—BSA at West</li> <li>Denise Kpator—BSA at Kappel</li> <li>Esi Doe—Food Service at Early</li> <li>Revisia Vanvolkinburg—Food Service at South</li> <li>Stephanie Roerich—Teacher Coach</li> <li>Syrina Seibold—Wahpeton Float</li> </ul> <b>Resignations: None</b> <ul style="list-style-type: none"> <li>➤ Motion to approve new hires/resignations made by Jessika and seconded by Shantel. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b>Adjournment: 6:13 PM</b>	Amber