



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
<input checked="" type="checkbox"/>	Teresa L—Central	TBD—Kappel
<input checked="" type="checkbox"/>	Amber E—Central	<input checked="" type="checkbox"/> Kerriann S—West
	Alyssa B—South	<input checked="" type="checkbox"/> Kelsee B—Lisbon
<input checked="" type="checkbox"/>	Jessika F—South	Ronni A—Wahpeton
	Jennifer F—Comm Rep	<input checked="" type="checkbox"/> Jamila G—EHS
<input checked="" type="checkbox"/>	Rebecca N—Comm Rep	Paige P—EHS
		<input checked="" type="checkbox"/> 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)		
<input checked="" type="checkbox"/>	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"> • PowerPoint <ul style="list-style-type: none"> ○ Discussion about SENDCAA and Head Start • Policy Council Handbook <ul style="list-style-type: none"> ○ Discussion about job descriptions for members ○ Discussion about operating guidelines ○ Discussion about by-laws • Standards of Conduct <ul style="list-style-type: none"> ○ Standards of Conduct were signed by those in attendance 		
Installation of Officers & Standing Committees		Amber/Sarah
<ul style="list-style-type: none"> • Executive Committee Voting & Officer Responsibilities <ul style="list-style-type: none"> ○ Chair—Amber <ul style="list-style-type: none"> ➤ Motion to approve made by Shantel & seconded by Kelsee. All present representatives were in favor, the motion was carried. ○ Vice Chairs—Jamila, Teresa <ul style="list-style-type: none"> ➤ Motion to approve made by Shantel & seconded by Kerriann. All present representatives were in favor, the motion was carried. ○ Secretary—Jessika 		

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