



SENDCAA Head Start Birth to Five Policy Council

Tuesday, February 18, 2025

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				Jamila
Roll Call, Introductions, Status of Quorum				Koral
x	Jamila G—Central		Lacey F—Kappel	
	Megan F—Central		Darrell J—Kappel	
x	Molly N—South		Jessica H—Lisbon	
x	Samanta M—South	x	Brittany M—Wahpeton	
	Dave Kemper—Comm Rep	x	Nassim M—EHS	
	JC Schwartz—Comm Rep	x	Ashley Z—EHS	
			Shantel F—Board	
Current Members Present			6/13	
Percentage Present			46%	
Non-voting members present: Koral S, Jody C, Sarah M				
Quorum Present (51%+ membership)				
	Yes	x	No, 2/3 of votes used to conduct business	
Review Previous Month’s Minutes				Sarah
<ul style="list-style-type: none">No discussion or questions.➤ Motion to approve January minutes made by Molly and seconded by Samanta. All present representatives were in favor, the motion was carried.				
Financial Reports				Sarah
<ul style="list-style-type: none">Financial Statement<ul style="list-style-type: none">➤ Motion to approve January 2025 Financials made by Nassim and seconded by Molly. All present representatives were in favor, the motion was carried.Credit Card Statement<ul style="list-style-type: none">➤ Motion to approve December 2024 Credit Card Statement made by Molly and seconded by Nassim. All present representatives were in favor, the motion was carried.				
Review Parent Involvement Reports				Sarah
<ul style="list-style-type: none">In-Kind Report—December and JanuaryParent Earnings Report—January				
Enrollment Report/Attendance				Koral
<ul style="list-style-type: none">Attendance Report				

<ul style="list-style-type: none"> • CACFP/USDA Report 	
Discussion & Approval of New Staff Hires & Resignations New Hires: Resignations: Kayla Austinson—BSA, Stephanie Volk—Early Education Coordinator (retirement) <ul style="list-style-type: none"> ➤ Motion to approve new hires made by Molly and seconded by Nassim. All present representatives were in favor, the motion was carried. 	Sarah
Discussion & Approval of Early Services Coordinator Position <ul style="list-style-type: none"> ➤ Motion to approve new position made by Molly and seconded by Ashley. All present representatives were in favor, the motion was carried. 	Sarah
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda—Head Start Updates • Communication and guidance from the Secretary • Grant Applications/Correspondence 	Sarah
Governance Training	Sarah
Review By-Laws	Sarah
Head Start/Early Head Start Monthly Program Overview	Sarah
Future Events Discussion <ul style="list-style-type: none"> • Parent Class—February 25, 26, 27 • Head Start Training—March 14 • Spring Parent Committee—March 4-6 	Sarah
Adjournment: 4:57 PM	Jamila