



SENDCAA Head Start Birth to Five Policy Council

Tuesday, October 15, 2019

5:00 – 6:00 PM

Central Site Conference Room

3233 South University Drive (use west entrance)

---Meeting Minutes---

Welcome	Lindsey
Call to Order- 5:10 pm	Lindsey
Roll Call – Introductions	Lindsey
<u>Voting members</u>	
June- South FD	
Amanda- Wahpeton FD	
Dawn/Brad- Agassiz PD	
Nicole- Central PD	
<u>Non-Voting Members</u>	
Lynette- Board	
Ray- Board	
Lindsey- Staff	
Rebecca- Staff	
Tori- Staff	
What is Policy Council?	Lindsey & Rebecca
<ul style="list-style-type: none"> Policy Council Handbook <p>Lindsey introduced the handbook, reviewed a brief history of Head Start and detailed the programs organizational structure. Rebecca reviewed job descriptions, operating guidelines, policy council by-laws and help answer any questions on the expectations of the policy council reps roles.</p>	
Training Items	Rebecca
<ul style="list-style-type: none"> Roberts Rules of Order <p>Members were introduced to the proper outline of a meeting, how to make motions and approve motions.</p>	
Installation of Officers & Standing Committees	Rebecca
<ul style="list-style-type: none"> Executive Committee <ol style="list-style-type: none"> Chair Vice Chairs Secretary <p>Members voted to elect officers for the positions.</p>	

June was elected as Chair and Amanda was elected as one of the vice chairs. The rest of the offices will be available for vote again at the November meeting.

Review Previous Month's Minutes

- **Motion to Approve May Minutes**

Members reviewed the last month's meeting minutes from May. June was the only one present from that meeting.

Motion to approve the meeting minutes from May was made by June.

Financial Reports

- **Financial Statement**
- **Credit Card Statement**
- **In-Kind**
- **USDA**
- **Attendance**
- **Parent Earnings Report**

Members were taught how to read the financial reports and members reviewed the current month's financial reports.

- **Motion to approve Financials**

Motion to approve the financials was made by June and seconded by Amanda.

Self-Assessment Process Discussion

Lindsey presented plans for the self-assessment process and invited all members to be a part of the self-assessment committee.

PIR 2018 & 2019

Lindsey shared the process for collecting and reviewing the PIR data and let members know that the PIR report is available any time.

New Staff Hires & Resignations

Lindsey read through the changes that have happened with staff since the last meeting in May.

- **Motion to Approve New Hires**

Motion to approve new hires was made by Dawn and seconded by Nicole.

Program Updates

Lindsey shared program updates from the various components with members.

Adjournment- 6:15 pm

Lindsey

Lindsey

Lindsey

Lindsey

Lindsey

Lindsey

Chairperson

If you are unable to attend, please call 235-8931. Thank you!

If you have any questions about Policy Council or need a ride please contact the
Family Advocate at your site.

Central Center:	Sam LaLonde	235-8931
Early Head Start Center:	Ashley Littlewolf	298-6758
Lisbon Center:	Jill Bergeman	683-3133
Agassiz Center:	Ashley Braaten & Kathy Vosburg	446-3198
South Center:	Heather Alberty-Schaffer	364-9331
Wahpeton Center:	Ann Mumm	642-9825
West Center:	Alyssa Keller & Emily Schmiess	449-3030