



SENDCAA Head Start Birth to Five Policy Council

Tuesday, December 17, 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: 4:03 PM				Jamila
Roll Call, Introductions, Status of Quorum				Koral
x	Jamila G—Central		Lacey F—Kappel	
x	Megan F—Central	x	Darrell J—Kappel	
x	Molly N—South	x	Jessica H—Lisbon	
x	Samanta M—South		Brittany M—Wahpeton	
	Dave Kemper—Comm Rep		Nassim M—EHS	
	TBD—Comm Rep	x	Ashley Z—EHS (NEW)	
		x	Shantel F—Board	
Current Members Present			8/13	
Percentage Present			61.5%	
Non-voting members present: Koral S, Jody C, Brandon K, Sarah H, Alicia H, Maggie M				
Quorum Present (51%+ membership)				
x	Yes		No, 2/3 of votes used to conduct business	
Review Previous Month’s Minutes				Koral
<ul style="list-style-type: none"> No discussion or questions. ➤ Motion to approve November minutes made by Darrell and seconded by Molly. All present representatives were in favor, the motion was carried. 				
Financial Reports				Jody
<ul style="list-style-type: none"> Financial Statement Credit Card Statement <ul style="list-style-type: none"> ➤ Motion to approve November 2024 Financials made by Megan and seconded by Molly. All present representatives were in favor, the motion was carried. ➤ Motion to approve November 2024 Credit Card Statement made by Megan and seconded by Molly. All present representatives were in favor, the motion was carried. 				
Review Parent Involvement Reports				Koral
<ul style="list-style-type: none"> In-Kind Report Parent Earnings Report 				

Enrollment Report/Attendance <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Koral
Education Summary	Alicia/Maggie
Emerging Leader Academy	Sarah H
Discussion & Approval of New Staff Hires & Resignations New Hires: Nyaroun Bithow—Co-Teacher Resignations: Christian Zimmerman, Kristin Miller, Makenzie Knudson, Terisity Sullivan, Paige Heyd, Darian Leedom Open Positions: Early Co-Teacher, Behavior Support Aides <ul style="list-style-type: none"> ➤ Motion to approve new hires made by Darrell and seconded by Samanta. All present representatives were in favor, the motion was carried. 	Jody
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda • FA1 Review Dates Announced • Communication and guidance from the Secretary • Grant Applications/Correspondence 	Jody
Parent Committee <ul style="list-style-type: none"> • Winter Fest 2024 	Koral
Head Start/Early Head Start Monthly Program Overview	Jody
Additional Discussion <ul style="list-style-type: none"> • Mandated Reporting 	Jamila
Adjournment: 5:13 PM	Jamila