



SENDCAA Head Start Birth to Five Policy Council

Tuesday, December 17, 2019

5:00 – 6:00 PM

Central Site Conference Room

3233 South University Drive (use west entrance)

---Meeting Minutes---

Welcome

Call to Order- 5:05pm

Roll Call – Introductions

Voting Members

Nicole- Central PD

Holly- FPS

Deka- West

June- South

Victoria- West

Brad/Dawn- Agassiz

Delphine- Early

Non-Voting Members

Ray- SENDCAA Board

Jody- Mental Health & Disabilities Coordinator

Lindsey- Project Director

Becca- ERSEA and Family Services Coordinator

Review Previous Month's Minutes

➤ Motion to approve November minutes

**Motion to approve minutes made by Delphine and seconded by Dawn*

Financial Reports

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

➤ Motion to approve Financials

**Motion to approve financials made by June and seconded by Nicole*

June/Lindsey

Lindsey

Lindsey

Lindsey

Lindsey

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|---|---------------------|
| Discussion & Approval of New Staff Hires ➤ Motion to Approve New Hires <i>*Motion to approve New hires made by Delphine and seconded by Dawn</i> | Lindsey |
| Self-Assessment Discussion & Approval ➤ Motion to approve Self-Assessment <i>*Motion to approve Self-Assessment made by Dawn and seconded by Delphine</i> | Lindsey |
| Disability Services and Referral Process Jody presented information to members about her role as Mental Health and Disabilities Coordinator. She shared what the screening process looks like with the kids in our program. She also detailed our IEP and IFSP numbers and what the process is like for parents moving forward. | Jody C |
| Program Updates Updates from all of the program components were shared with members. | Lindsey |
| Adjournment- 6:02pm | June/Lindsey |

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

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| If you have any questions about Policy Council or need a ride please contact the Family Advocate at your site: | | |
| Central Center: | Abby Davis | 235-8931 |
| Early Head Start Center: | Samantha LaLonde | 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 |