



SENDCAA Head Start Birth to Five Policy Council

Tuesday, May 20, 2025

4:00 – 5:00 PM

Central Site Conference Room & Virtual “Zoom” Meeting

3233 University Drive South (use the 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		Natasha P—Kappel		
x	Megan F—Central		Darrell J—Kappel		
	Molly N—South		Jessica H—Lisbon		
x	Samanta M—South	x	Brittany M—Wahpeton		
x	Dave Kemper—Comm Rep		Nassim M—EHS		
x	JC Schwartz—Comm Rep	x	Ashley Z—EHS		
			Shantel F—Board		
Current Members Present				7/13	
Percentage Present				54%	
Non-voting members present: Sarah M, Koral S, Jody C, Brandon K					
Quorum Present (51% + membership)					
x	Yes		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 April’s minutes made by Jamila 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 April 2025 Financials made by Samanta and seconded by Jamila. All present representatives were in favor; the motion was carried.Credit Card Statement<ul style="list-style-type: none">➤ Motion to approve March 2025 Credit Card Statement made by Jamila and seconded by Samanta. All present representatives were in favor; the motion was carried.					
Review Parent Involvement Reports					Sarah
<ul style="list-style-type: none">In Kind ReportParent Earnings Report<ul style="list-style-type: none">➤ Motion to approve using funds towards the Head Start picnic made by Jamila and seconded by Samanta. All present representatives were in favor; the motion was carried.					

Enrollment Report/Attendance <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Koral
Discussion & Approval of New Staff Hires & Resignations New Hires: Ashlyn McCalip—Early Co-Teacher Resignations: <ul style="list-style-type: none"> ➤ Motion to approve new hires and resignations made by Ashley and seconded by Samanta. All present representatives were in favor; the motion was carried. 	Sarah
Presentation & Discussion on 2025-2026 Head Start Calendars <ul style="list-style-type: none"> ➤ Motion to approve 2025-2026 Head Start Calendars made by Jamila and seconded by Dave. All present representatives were in favor; the motion was carried. 	Sarah
Discussion & Approval of Non-Compliance Action Plan <ul style="list-style-type: none"> ➤ Motion to approve Non-Compliance Action Plan made by Jamila and seconded by Samanta. All present representatives were in favor; the motion was carried. 	Sarah
Discussion & Approval on New Hire Policy <ul style="list-style-type: none"> ➤ Motion to approve New Hire Policy made by Jamila and seconded by Samanta. All present representatives were in favor; the motion was carried. 	Sarah
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda <ul style="list-style-type: none"> ○ Expanding Educational Freedom & Opportunities for Families in Head Start Programs • Communication and guidance from the Secretary <ul style="list-style-type: none"> ○ Regional Offices 	Sarah
Head Start/Early Head Start Monthly Program Overview	Sarah
Discuss & Finalize the Family Picnic at Lindenwood Park <ul style="list-style-type: none"> • Volunteer Sign Up 	Koral
Discussion on Year 3 Grant Application <ul style="list-style-type: none"> • June Policy Council • Self-Assessment Survey 	Sarah
Adjournment: 4:45 PM	Jamila