



# SENDCAA Head Start Birth to Five Policy Council

Tuesday, October 16, 2018

5:00 – 6:00 PM

Central Site Conference Room

3233 South University Drive (use west entrance)

## Meeting Minutes

### Welcome

Lindsey P

### Call to Order – 5:00 pm

Lindsey P

### Roll Call – Introductions

Lindsey P

Voting Members

Leanne S – Central FD

Patricia R- Central PD

Amber P- Early

June R – Early

Amber NW- South FD

Jodee O- West PD

Honoree K- West PD

Holly W- FPS Schools, Even Start

Non-Voting Members

Ray N- SENDCAA Board

Lindsey P- SENDCAA Head Start

Rebecca P- SENDCAA Head Start

### What is Policy Council?

Rebecca P

Members were given a take home handbook that outlined information on what Policy council is and does.

### Training Items

Rebecca P & Lindsey P

- **Roberts Rules of Order-** Rebecca explained parliamentary procedure and how a motion is needed to be made and passed
- **Code of Conduct-** Members reviewed and signed the Standards of Conduct
- **Governance Systems in HS-** Lindsey presented a slideshow on governance in Head Start

### Installation of Officers & Standing Committees

Rebecca P

- **Executive Committee**
  1. **Chair-** Patricia R

<p>2. <b>Vice Chair-</b> Amber NW</p> <p>3. <b>Secretary-</b> Leanne S</p>	
<p><b>Financial Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Statement</b></li> <li>• <b>Credit Card Statement</b></li> <li>• <b>In-Kind</b></li> <li>• <b>USDA</b></li> <li>• <b>Attendance</b></li> <li>• <b>Parent Earnings Report</b></li> </ul> <p>Lindsey explained each financial report and what information members take away from each report. She also reviewed the present information for each report and presented the opportunity for any questions.</p>	Lindsey P
<p><b>Self-Assessment Process Discussion</b></p> <p>Lindsey reviewed the plan for the program to complete the self-assessment.</p>	Lindsey P
<p><b>Grant Review &amp; Discussion</b></p> <p>Lindsey shared the overview of the grant and highlighted the program goals our program is working toward.</p>	Lindsey P
<p><b>Motion to Approve New Hires</b></p> <p>Lindsey went through all turnover since June of last year</p> <p><i>Motion to approve new hires was made by Patricia and seconded by Leanne.</i></p>	Lindsey P
<p><b>Program Updates</b></p> <p>Lindsey read through the component leads overviews.</p>	Lindsey P
<p><b>Adjournment</b> – 6:00 pm</p>	Chairperson

<p><b>If you are unable to attend, please call 235-8931. Thank you!</b></p>
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