



SENDCAA Head Start Birth to Five Policy Council

Tuesday, December 19, 2023

12:00 – 1:00 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: 12:05 PM					Amber
Roll Call, Introductions, Status of Quorum					Amber
	Teresa L—Central (resign)		Jhalisa B—Kappel (new)		
x	Amber E—Central	x	Kerriann S—West		
x	Breanna Q—Central (replace)		Ronnie A—Wahpeton		
	Alyssa B—South (resign)	x	Kelsee B—Lisbon		
x	Lacey F—South (replace)	x	Jamila G—EHS		
	Jessika F—South		Paige P—EHS (resign)		
	Jennifer F—Comm Rep	x	Nassim M—EHS (replace)		
	Rebecca N—Comm Rep	x	Shantel F—Board		
	Lindsey B—Comm Rep (new)				
Current Members Present				8/14	
Percentage Present				57%	
Non-voting members present: Sarah M, Koral S					
Quorum Present (51%+ membership)					
x	Yes		No, 2/3 of votes used to conduct business		
Discussion & Approval of New Policy Council Members Resignations & Replacements					Amber
Resignations: Teresa Lovejoy (Central)—moved, Alyssa Bellanger (South)—attendance, Paige Paulsen (Early)—attendance					
Replacements: Breanna Quamme (Central), Lacey Finger (South), Nassim Mansouri (Early)					
New: Jhalisa Burns (Kappel)					
➤ Motion to approve new hires made by Jamila and seconded by Kelsee. All present representatives were in favor, the motion was carried.					
Review Previous Month’s Minutes					Amber
• No discussion or questions.					
➤ Motion to approve November minutes made by Shantel and seconded by Jamila. All present representatives were in favor, the motion was carried.					
Financial Reports					Sarah
• Financial Statement					
• Credit Card Statement					

➤ Motion to approve November 2023 Financials made by Shantel and seconded by Kelsee. All present representatives were in favor, the motion was carried.	
Review Parent Involvement Reports <ul style="list-style-type: none"> • In-Kind Report • Parent Earnings Report 	Sarah
Enrollment Report/Attendance <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Koral
Education/Curriculum Training	Sarah
Discussion & Approval of New Staff Hires & Resignations New Hires: No new hires Resignations: No resignations Open Positions: Family Support Coordinator (Central), Behavior Support Aid (Kappel), Education Coordinator (Kappel), Co-Teacher (Early) <ul style="list-style-type: none"> ➤ No motion necessary 	Sarah
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda <ul style="list-style-type: none"> ○ Performance Standards • Communication and guidance from the Secretary • Grant Applications/Correspondence <ul style="list-style-type: none"> ○ OHS Monitoring Review Report 	Sarah
Head Start/Early Head Start Monthly Program Overview	Sarah
Adjournment: 12:48 PM	Amber