



SENDCAA Head Start Birth to Five Policy Council

Tuesday, March 19, 2024

12:00 – 1:00 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: 12:05 PM				Amber
Roll Call, Introductions, Status of Quorum				Amber
x	Amber E—Central		Jhalisa B—Kappel (resign)	
	—Central (replace)	x	Megan F—Kappel (replace)	
	Jessika F—South (resign)	x	Kerriann S—West	
x	Drusilla L—South (replace)		Ronnie A—Wahpeton (resign)	
x	Lacey F—South	x	Jennifer V—Wahpeton (replace)	
	Lindsey B—Comm Rep	x	Kelsee B—Lisbon	
	Jennifer F—Comm Rep (resign)	x	Jamila G—EHS	
x	Rebecca N—Comm Rep	x	Nassim M—EHS	
		x	Shantel F—Board	
Current Members Present			11/13	
Percentage Present			%	
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: Jennfier Frueh (Community Rep)—attendance, Jhalisa Burns (Kappel)—attendance, Ronnie Anderson (Wahpeton)—attendance, Jessika Ford (South)—attendance Replacements: Jennifer Vigen (Wahpeton), Megan Flanders (Kappel), Drusilla Lunday (South), (Central) <ul style="list-style-type: none">No discussion or questions.<ul style="list-style-type: none">Motion to approve resignations and new members made by Jamila and seconded by Lacey. All present representatives were in favor, the motion was carried.				
Review Previous Month’s Minutes				Amber
<ul style="list-style-type: none">No discussion or questions.<ul style="list-style-type: none">Motion to approve February minutes made by Nassim and seconded by Jamila. All present representatives were in favor, the motion was carried.				
Change of Scope Application				Sarah
<ul style="list-style-type: none">Discussion and questions answered regarding potential classroom and schedule changes.				

➤ Motion to approve the application made by Jamila and seconded by Rebecca. All present representatives were in favor, the motion was carried.	
Financial Reports <ul style="list-style-type: none"> Financial Statement <ul style="list-style-type: none"> ➤ Motion to approve February 2024 Financials made by Jamila and seconded by Nassim. All present representatives were in favor, the motion was carried. Credit Card Statement <ul style="list-style-type: none"> ➤ Motion to approve February 2024 Credit Card Statement made by Jamila and seconded by Lacey. All present representatives were in favor, the motion was carried. 	Sarah
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
ERSEA Plan <ul style="list-style-type: none"> Discussion and questions answered regarding the application process. <ul style="list-style-type: none"> ➤ Motion to approve ERSEA Plan made by Nassim and seconded by Jamila. All present representatives were in favor, the motion was carried. 	Koral
Annual Report <ul style="list-style-type: none"> No discussion or questions. <ul style="list-style-type: none"> ➤ Motion to approve Annual Report made by Drusilla and seconded by Jamila. All present representatives were in favor, the motion was carried. 	Sarah
Discussion & Approval of New Staff Hires & Resignations New Hires: Abygail – Teacher (South Center 19) Resignations: Elise Montplaisir, Stacie Ingalvson, and Katelyn Nona Open Positions: BSAs (Early, West, Kappel), Teacher (Lisbon), Co-Teacher (Early), Cook (Early) <ul style="list-style-type: none"> ➤ Motion to approve new hires/resignations made by Jamila and seconded by Drusilla. All present representatives were in favor, the motion was carried. 	Sarah
Head Start Policy & Regulations <ul style="list-style-type: none"> Information Memoranda Communication and guidance from the Secretary Grant Applications/Correspondence 	Sarah
Head Start/Early Head Start Monthly Program Overview	Sarah
Adjournment: 1:26 PM	Amber