



SENDCAA Head Start Birth to Five Policy Council

Tuesday, April 22, 2025

4:00 – 5:00 PM

Early Site Gross Motor Room & Virtual “Zoom” Meeting

3600 15th Street South

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

Meeting Minutes

Welcome and Call to Order: 4:06 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	x	Jessica H—Lisbon		
	Samanta M—South		Brittany M—Wahpeton		
	Dave Kemper—Comm Rep		Nassim M—EHS		
x	JC Schwartz—Comm Rep		Ashley Z—EHS		
			Shantel F—Board		
Current Members Present			4/13		
Percentage Present			31%		
Non-voting members present: Sarah M, Koral S					
Quorum Present (51%+ membership)					
	Yes	x	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 March’s minutes made by Megan and seconded by Jessica. 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 March 2025 Financials made by Jamila and seconded by Megan. All present representatives were in favor, the motion was carried.Credit Card Statement<ul style="list-style-type: none">➤ Motion to approve February 2025 Credit Card Statement made by Jamila and seconded by Megan. 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					
Enrollment Report/Attendance					Koral
<ul style="list-style-type: none">Attendance Report					

<ul style="list-style-type: none"> • CACFP/USDA Report 	
Discussion & Approval of New Staff Hires & Resignations New Hires: Terryl Hoff—Early Co-Teacher Resignations: Nyaruon Bithow—Early Co-Teacher <ul style="list-style-type: none"> ➤ Motion to approve new hires and resignations made by Megan and seconded by Jessica. All present representatives were in favor, the motion was carried. 	Sarah
Discussion on creating a Co-Teacher position at Lisbon	Sarah
Discussion on Winter Child Assessment Data	Sarah
Discussion & Approval of the 2023-2024 Annual Report <ul style="list-style-type: none"> ➤ Motion to approve 2025-2026 Annual Report made by Megan and seconded by Jessica. 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"> ○ Promoting Healthy Eating and Nutrition for Head Start Children and Families • Communication and guidance from the Secretary <ul style="list-style-type: none"> ○ Letter from NDHSA • Grant Applications/Correspondence <ul style="list-style-type: none"> ○ Notice of Federal Award – Balance of Funds for the second half of the 2025 grant 	Sarah
Head Start/Early Head Start Monthly Program Overview	Sarah
Discuss the Head Start 60th Birthday/Family Picnic at Rheault Farm <ul style="list-style-type: none"> • Wednesday, May 28th 4-6 pm • Shift sign up • Impact stories • Any other ideas on how we can share about Head Start to the community? 	
Adjournment: 5:01 PM	Jamila