



SENDCAA Head Start Birth to Five Policy Council

Tuesday, November 28, 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: 12:10 PM					Amber
Roll Call, Introductions, Status of Quorum					Amber
x	Teresa L—Central			TBD—Kappel	
x	Amber E—Central		x	Kerriann S—West	
	Alyssa B—South			Kelsee B—Lisbon	
	Jessika F—South			Ronni A—Wahpeton	
	Jennifer F—Comm Rep		x	Jamila G—EHS	
x	Rebecca N—Comm Rep			Paige P—EHS	
			x	Shantel F—Board	
Current Members Present				6/12	
Percentage Present				50%	
Non-voting members present: Sarah M, Koral S, Brandon K					
Quorum Present (51%+ membership)					
	Yes	x	No, 2/3 of votes used to conduct business		
Review Previous Month’s Minutes					Amber
<ul style="list-style-type: none">No discussion or questions.➤ Motion to approve October minutes made by Shantel and seconded by Teresa. All present representatives were in favor, the motion was carried.					
Financial Reports					Sarah
<ul style="list-style-type: none">Financial StatementCredit Card Statement<ul style="list-style-type: none">➤ Motion to approve September 2023 Financials made by Jamila and seconded by Shantel. All present representatives were in favor, the motion was carried.➤ Motion to approve October 2023 Financials made by Rebecca and seconded by Shantel. 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 ReportCACFP/USDA Report					

Discussion & Approval of New Staff Hires & Resignations New Hires: Macy Boyer (Teacher-Center 8/9), Dennice Kpator (Teacher Assistant-Center 8/9), Julie Hardy (Teacher-Center 18), Hannah Eske (Behavior Support Aide-Central), Shelby Blair (Mental Health and Disabilities Coordinator), Amy Softing (Health Coordinator-South) Resignations: Monica Nicklay, Rabeka Langer, and Maddie Atwater (December 8 th) Open Positions: Kappel Education Coordinator, Kappel Behavior Support, Family Support Coordinator-Central ➤ Motion to approve new hires made by Jamila and seconded by Shantel. 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
ERSEA & Family Training	Koral
December Parent Committee Discussion	Koral
Head Start/Early Head Start Monthly Program Overview	Sarah
Adjournment: 1:08 PM	Amber