



# SENDCAA Head Start Birth to Five Policy Council

Tuesday, March 18, 2025

4:00 – 5:00 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: 4:01 PM					Jamila
Roll Call, Introductions, Status of Quorum					Koral
x	Jamila G—Central	x	Natasha P—Kappel		
	Megan F—Central	x	Darrell J—Kappel		
	Molly N—South	x	Jessica H—Lisbon		
	Samanta M—South	x	Brittany M—Wahpeton		
x	Dave Kemper—Comm Rep	x	Nassim M—EHS		
x	JC Schwartz—Comm Rep	x	Ashley Z—EHS		
			Shantel F—Board		
Current Members Present			9/13		
Percentage Present			69%		
Non-voting members present: Koral S, Jody C, Sarah M, Brandon K					
Quorum Present (51%+ membership)					
x	Yes		No, 2/3 of votes used to conduct business		
SENDCAA Head Start Policy Council Member Replacement					Jamila
<ul style="list-style-type: none"><li>Natasha Penner to replace Lacey Finger for Kappel rep</li><li>➤ Motion to approve new and resignation Policy Council members made by Darrel and seconded by Jamila. All present representatives were in favor, the motion was carried.</li></ul>					
Review Previous Month’s Minutes					Sarah
<ul style="list-style-type: none"><li>No discussion or questions.</li><li>➤ Motion to approve February’s minutes made by Nassim and seconded by Dave. All present representatives were in favor, the motion was carried.</li></ul>					
Head Start Policy & Regulations					Sarah/Brandon
<ul style="list-style-type: none"><li>Information Memoranda<ul style="list-style-type: none"><li>○ Continuing Resolution Passed</li></ul></li><li>Communication and guidance from the Secretary<ul style="list-style-type: none"><li>○ Federal Funding Restrictions for Diversity, Equity, and Inclusion Initiatives</li></ul></li><li>Grant Applications/Correspondence<ul style="list-style-type: none"><li>○ FA1 Review Findings</li></ul></li></ul>					

<b>Financial Reports</b> <ul style="list-style-type: none"> <li>• Financial Statement <ul style="list-style-type: none"> <li>➤ Motion to approve February 2025 Financials made by Nassim and seconded by Jamila. All present representatives were in favor, the motion was carried.</li> </ul> </li> <li>• Credit Card Statement <ul style="list-style-type: none"> <li>➤ Motion to approve January 2025 Credit Card Statement made by Darrel and seconded by Dave. All present representatives were in favor, the motion was carried.</li> </ul> </li> </ul>	Sarah
<b>Review Parent Involvement Report</b> <ul style="list-style-type: none"> <li>• In-Kind Report</li> <li>• Parent Earnings Report</li> </ul>	Sarah
<b>Enrollment Report/Attendance</b> <ul style="list-style-type: none"> <li>• Attendance Report</li> <li>• CACFP/USDA Report</li> </ul>	Koral
<b>Discussion &amp; Approval of New Staff Hires &amp; Resignations</b> New Hires: Katie Tschakert and Kathy Vosburg—Early Services Coordinators Resignations: Christina Elkins—Early Co-Teacher Open Positions: South Family Support Coordinator, South Behavior Support Aid, Early Co-Teacher (2), Lisbon Teacher <ul style="list-style-type: none"> <li>➤ Motion to approve new hires and resignations made by Jamila and seconded by Jessica. All present representatives were in favor, the motion was carried.</li> </ul>	Sarah
<b>Discussion &amp; Approval of the 2025-2026 ERSEA Plan</b> <ul style="list-style-type: none"> <li>➤ Motion to approve 2025-2026 ERSEA Plan made by Darrel and seconded by Nassim. All present representatives were in favor, the motion was carried.</li> </ul>	Koral
<b>Head Start 60<sup>th</sup> Birthday and Week of the Young Child</b>	Sarah/Koral
<b>Head Start/Early Head Start Monthly Program Overview</b>	Sarah
<b>Adjournment: 5:09 PM</b>	Jamila