



SENDCAA Head Start Birth to Five Policy Council

Tuesday, January 19, 2021

5:00 – 6:00 PM

Virtual “Zoom” Meeting

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

Meeting Minutes

Welcome and Call to Order- 5:00pm					Amanda/Lindsey		
Roll Call, Introductions, Status of Quorum Voting Members Present					Amanda/Rebecca		
x	Wasifa H- Agassiz PD	x	Andrea L- Lisbon FD				
	Amber N- Agassiz PD	x	Amanda B- South FD				
	Sarah B- Central PD		Open- South FD				
	Kristy M- Central FD	x	Amber M- Wahpeton FD				
	Danielle F- Early FD		Open- West PD				
x	Delphine M- Early FD		Open- West PD				
x	Kristin N- Jeremiah Program	x	Jennifer Freuh- FPS				
Current Members Present				7/11			
Percentage Present				63%			
Quorum Present (51%+ membership)							
x	Yes		No, 2/3 vote used to conduct business				
Federal Program Specialist Visit Peggy introduced herself and thanked members for participating on Policy Council.					Peggy Manley		
Education Component Training Sam overviewed main components of the classroom daily schedule, including large group and small group times and bringing in pieces of creative curriculum. Sam overviewed our behavior support model including our new behavior support team and conscious discipline. Our coaching model and CLASS assessment were also topics Sam touched on.					Sam B		
Review of Previous Month’s Minutes Members were given a chance to review minutes. No discrepancies, discussion turned to motion. ➤ <i>Motion to approve December minutes</i> Motion to approve December minutes made by Amber M and seconded by Andrea L. Members voted in favor. Motion carried.					Amanda		

Head Start and Early Head Start Financial Reports <ul style="list-style-type: none"> • Financial Statements • Credit Card Expenditures <p>Members reviewed last month's financial documents.</p> <p>➤ <i>Motion to approve Financials and Expenditures</i></p> <p>Motion to approve Financials and Expenditures made by Amber M and seconded by Delphine M. Members voted in favor. Motion carried.</p>	Lindsey
Review Parent Involvement Reports <ul style="list-style-type: none"> • In-Kind Report • Parent Earnings Report <p>Lindsey shared the in-kind report, Early was not included due to staffing shortages. Lindsey will share once those numbers are available.</p>	Lindsey
Enrollment Report/Attendance <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report <p>Rebecca reviewed the attendance and USDA and shared reasoning for low attendance.</p>	Rebecca
Discussion & Approval of New Staff Hires <p>Lindsey shared our new hires. Time for discussion was offered, no discrepancies and discussion turned to motion. New hires included Austyn and Shelby in center 16.</p> <p>➤ <i>Motion to Approve New Hires</i></p> <p>Motion to approve new hires made by Delphine M and seconded by Amanda B. Members voted in favor. Motion carried.</p>	Amanda
Governance Training Loom- Discussion & Questions <p>Lindsey played a Loom video with Governance training. Members had time to ask questions.</p>	Lindsey
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda • Communication and guidance from Secretary • Grant Applications/Correspondence <p>We received our notice of award for the COVID fund carryover request.</p>	Lindsey
Head Start/Early Head Start Monthly Overview <p>Lindsey reviewed highlights from the program reports. Lindsey also mentioned the upcoming development of a calendar committee. Anyone who is interested in participating can reach out to either Lindsey or Becca.</p>	Lindsey
Adjournment- 5:54pm	Amanda