



SENDCAA Head Start Birth to Five Policy Council

Tuesday, January 17, 2023

5:00 – 6:00 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: 5:10pm		Amber
Roll Call , Introductions, Status of Quorum		Heather A.
X	Teresa L- Central	X Kelsee B-Lisbon
X	Amber E- Central	X Nicole C-Wahpeton
	Alyssa B-South	Angelia H-EHS
	Matour A- South	Jamall B-EHS
	Tamia C-West	X -Board Shatel F.
		-Board
	Haley H-Comm Rep	-Board
	Jennifer F- Comm Rep	
Current Members Present		5/15
Percentage Present		33%
Non-voting members present: Nicole C, Heather A, Jamie S, Heather B		
Quorum Present (51%+ membership)		
	Yes	X No, 2/3 vote used to conduct business
Health Component Training		Heather B.
Heather reviewed job roles and responsibilities of herself and the Health Coordinators. Information sheet included in the Policy Council packet.		
Review Previous Month’s Minutes		Nicole
➤ No discussion or questions. Motion to approve December minutes was made by Shantel F. and seconded by Teresa L. All present representatives were in favor, motion carried.		
Financial Reports		Nicole
Financials were not available at meeting time.		
Review Parent Involvement Reports		Nicole
In-kind report and parent earnings report were not available at meeting time.		

<p>Enrollment Report/Attendance</p> <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Heather A.
<p>Discussion & Approval of New Staff Hires & Resignations New Hires: Ashley Braaten (starting 1/17), Emily Rosaasen-Cook (started 1/9) Resignations: Gabrielle McCulloch-Larimer</p> <ul style="list-style-type: none"> ➤ Motion to approve new hires/resignations was made by Teresa L and Shantel F seconded. All present representatives were in favor, motion carried. 	Nicole
<p>Discussion & Approval of Self-Assessment Action Plan</p> <ul style="list-style-type: none"> ➤ Discussion and review of self-assessment plan. Motion to approve self-assessment action plan was made by Teresa L and seconded by Kelsee B. All present representatives were in favor, motion carried. 	Nicole
<p>Discussion & Approval of updated Guidance Plan for Active Supervision Procedure</p> <ul style="list-style-type: none"> ➤ Discussion and review of updated Guidance Plan for Active Supervision policy and procedure. Motion to approve updated Guidance Plan for Active Supervision Policy and Procedure was made by Shantel F and seconded by Teresa L. All present representatives were in favor, motion carried. 	Nicole
<p>Head Start Policy & Regulations</p> <ul style="list-style-type: none"> • Information Memoranda • Communication and guidance from Secretary • Grant Applications/Correspondence 	Nicole
<p>Head Start/Early Head Start Monthly Program Overview Information sheet included in Policy Council packet.</p>	Nicole
<p>Adjournment: 5:44pm</p>	Amber