



SENDCAA Head Start Birth to Five Policy Council

Tuesday, May 16, 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: 12:08 pm		Amber
Roll Call, Introductions, Status of Quorum		Koral
<input checked="" type="checkbox"/>	Teresa L- Central	Kelsee B-Lisbon
<input checked="" type="checkbox"/>	Amber E- Central	Nicole C-Wahpeton
	Alyssa B-South	Angelia H-EHS
	Matour A- South	Jamall B-EHS
<input checked="" type="checkbox"/>	Tamia C-West	<input checked="" type="checkbox"/> -Board: Shantel F.
		-Board: Cheri J.
	Haley H-Comm Rep	-Board: Beth M.
	Jennifer F- Comm Rep	
Current Members Present		4/14
Percentage Present		29%
Non-voting members present: Sarah M, Koral S, Jamie S		
Quorum Present (51%+ membership)		
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> 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. <ul style="list-style-type: none"> ➤ Motion to approve April 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 Statement • Credit Card Statement <ul style="list-style-type: none"> ➤ Motion to approve financials made by Teresa and seconded by Tamia. All present representatives were in favor, the motion was carried. 		
Review Parent Involvement Reports		Sarah
<ul style="list-style-type: none"> • In-Kind Report • Parent Earnings Report 		

<p>Enrollment Report/Attendance</p> <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Koral
<p>Discussion & Approval of New Staff Hires & Resignations New Hires: Carrie Whitehill, Health & Nutrition Lead Coordinator; Sarah Mattson, HS Program Director; Katie Tschakert, Early Family Support Coordinator Resignations: Nicole Crouch, Breanna Quamme</p> <ul style="list-style-type: none"> ➤ Motion to approve new hires/resignations made by Shantel and seconded by Teresa. All present representatives were in favor, the motion was carried. 	Sarah
<p>Discuss the Family Picnic at the Red River Zoo</p>	Jamie
<p>Presentation and discussion of Child Assessment Spring Checkpoint Data 2022-2023</p>	Sarah
<p>Presentation and discussion of Grant Goal Progress</p>	Sarah
<p>Head Start Policy & Regulations</p> <ul style="list-style-type: none"> • Information Memoranda • Communication and guidance from Secretary 	Sarah
<p>Head Start/Early Head Start Monthly Program Overview</p>	Sarah
<p>Discussion on the Process of approving the next 5-Year Grant</p> <ul style="list-style-type: none"> • June Policy Council Meeting • July Policy Council Meeting • Self-Assessment Survey 	
<p>Adjournment: 1:23 pm</p>	Amber