



# SENDCAA Head Start Birth to Five Policy Council

Tuesday -- October 18, 2022

5:00 – 6:00 PM

Central Site Conference Room & Virtual “Zoom” Meeting

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

## Meeting Minutes

<b>Welcome and Call to Order</b>				Nicole
<b>Roll Call, Introductions, Status of Quorum</b>				Heather
x	Teresa L- Central	x	Kelsee B-Lisbon	
x	Amber E- Central		Nicole C-Wahpeton	
	Alyssa B-South		Angelia H-EHS	
	Matour A- South		Jamall B-EHS	
x	Tamia C-West		Ray N-Board	
	Deb R- West		Lynette S-Board	
x	Haley H-Comm Rep	x	Jennifer F- Comm Rep	
Current Members Present			4/14	
Percentage Present				
Non-voting members present: Nicole C, Heather A, Jamie S				
Quorum Present (51%+ membership)				
	Yes	x	No, 2/3 vote used to conduct business	
<b>Financial Reports</b>				Nicole
<ul style="list-style-type: none"> <li>Financial Statement</li> </ul> <p>Unable to have financial report ready for sept due to people being out of office. We're under budget for monthly expected expenses. We have some left over funds mostly due to open vacancies. Grant funding remaining that expires in March. Lakeshore learning for learning items. These items can be larger in nature.</p> <ul style="list-style-type: none"> <li>Credit Card Statement</li> <li>➤ Motion to approve Financials</li> </ul> <p><b>Amber motions to approve. Teresa Seconds.</b></p>				
<b>Installation of Officers &amp; Standing Committees</b>				Heather & Nicole
<p>Executive Committee</p> <ul style="list-style-type: none"> <li>Chair</li> <li>Vice Chairs</li> <li>Secretary</li> </ul> <p>Teresa volunteers for secretary.</p> <p>Amber Motions</p> <p>Tamia Seconds</p> <p>Amber volunteers to be chair.</p> <p>Teresa Motions</p> <p>Hailey Seconds</p>				

<p><b>Review Previous Month's Minutes</b></p> <ul style="list-style-type: none"> <li>➤ Motion to approve September meeting minutes</li> </ul> <p>Teresa Motions to approve Kelsee Seconds motion</p>	Heather
<p><b>Review Parent Involvement Reports</b></p> <ul style="list-style-type: none"> <li>• In-Kind Report</li> <li>• Parent Earnings Report</li> </ul> <p>Making headway on in-kind. Teachers doing better and covid change helping. Parents coming in/welcome to come in. community partners coming in.</p>	Nicole
<p><b>Enrollment Report/Attendance</b></p> <ul style="list-style-type: none"> <li>• Attendance Report</li> <li>• CACFP/USDA Report</li> </ul> <p>Goal is 85% We're close. West Fargo is great!</p>	Heather
<p><b>Discussion &amp; Approval of New Staff Hires &amp; Resignations</b></p> <p>New Hires: Allyson Johansen (classroom float), Ariel Roach (teacher), Katie Ham (teacher assistant), Heather Betts (Health &amp; Nutrition Lead Coordinator), Kalli Fitterer (Co-teacher), Kristin Miller (Co-teacher), Fatima Mohamed (Behavior Support Aide), Emily Saueressig (Behavior Support Aide), Alissa Aaland (Teacher Assistant), Ali Dammann (Cook), Jimama Peal (Teacher Assistant)</p> <p>Resignations: Neima Dogan, Elissa Halvorson, <b>(ADD- Lillian Okla)</b></p> <ul style="list-style-type: none"> <li>➤ Motion to Approve New Hires</li> </ul> <p>Motion to approve: Amber Efta Motion to second: Kelsee</p>	Nicole
<p><b>Head Start Policy &amp; Regulations</b></p> <ul style="list-style-type: none"> <li>• Information Memoranda</li> <li>• Communication and guidance from Secretary</li> <li>• Grant Applications/Correspondence</li> </ul>	Nicole
<p><b>PIR 2021-2022</b></p>	Nicole
<p><b>Discussion &amp; Approval of updated safe sleep policy</b></p> <ul style="list-style-type: none"> <li>➤ Motion to Approve updated safe sleep policy</li> </ul> <p>Motion to approve: Amber Second to approve: Teresa</p>	Nicole
<p><b>Grant Goals Review &amp; Discussion</b></p>	Nicole
<p><b>Self-Assessment Process Review</b></p>	Nicole
<p><b>Adjournment 6:08pm</b> <b>Amber motioned?</b></p>	Nicole

Need a week reminder beforehand. Calendar invite? Text? More reminders? Recurring calendar invite.