



SENDCAA Head Start Birth to Five Policy Council

Tuesday, April 18, 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: 12:08pm		Amber
Roll Call, Introductions, Status of Quorum		Nicole
<input checked="" type="checkbox"/>	Teresa L- Central	<input checked="" type="checkbox"/> Kelsee B-Lisbon
<input checked="" type="checkbox"/>	Amber E- Central	Nicole C-Wahpeton
	Alyssa B-South	Angelia H-EHS
<input checked="" type="checkbox"/>	Matour A- South	Jamall B-EHS
<input checked="" type="checkbox"/>	Tamia C-West	<input checked="" type="checkbox"/> -Board: Shantel F.
		-Board: Cheri J.
<input checked="" type="checkbox"/>	Haley H-Comm Rep	-Board: Beth M.
<input checked="" type="checkbox"/>	Jennifer F- Comm Rep	
Current Members Present		8/14
Percentage Present		57%
Non-voting members present: Nicole C, Koral S, Jamie S, Brandon K		
Quorum Present (51%+ membership)		
<input checked="" type="checkbox"/>	Yes	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 March minutes made by Matour and seconded by Teresa. All present representatives were in favor, the motion was carried. 		
Financial Reports		Nicole
<ul style="list-style-type: none"> Financial Statement Credit Card Statement <ul style="list-style-type: none"> ➤ Motion to approve financials made by Shantel and seconded by Matour. All present representatives were in favor, the motion was carried. 		
Review Parent Involvement Reports		Nicole
<ul style="list-style-type: none"> In-Kind Report 		

<ul style="list-style-type: none"> • Parent Earnings Report 	
Enrollment Report/Attendance <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Nicole
Discussion & Approval of New Staff Hires & Resignations New Hires: Koral Sayles promoted to ERSEA & Family Services Coordinator Resignations: Heather Betts, Emily Rosaasen-Cook <ul style="list-style-type: none"> ➤ Motion to approve new hires/resignations made by Teresa and seconded by Jennifer. All present representatives were in favor, the motion was carried. 	Nicole
Discussion & Approval of last month's Motions due to lack of Quorum <ul style="list-style-type: none"> ➤ Motion to approve February minutes made by Matour and seconded by Jennifer. All present representatives were in favor, the motion was carried. ➤ Motion to approve February financials made by Teresa and seconded by Shantel. All present representatives were in favor, the motion was carried. ➤ Motion to approve New Hires & Resignations made by Tamia and seconded by Teresa. All present representatives were in favor, the motion was carried. ➤ Motion to approve ERSEA Plan made by Teresa and seconded by Matour. All present representatives were in favor, the motion was carried. ➤ Motion to approve 2021-2022 Annual Report made by Jennifer and seconded by Teresa. All present representatives were in favor, the motion was carried. 	Amber
Discuss the Family Picnic at the Red River Zoo	Jamie
Discussion & Review of Child Assessment Data	Nicole
Discussion & Approval of updated By-Laws <ul style="list-style-type: none"> ➤ Motion to approve updated membership in our by-laws made by Matour and seconded by Teresa. All present representatives were in favor, the motion was carried. 	Nicole
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda • Communication and guidance from Secretary • Grant Applications/Correspondence • COLA/QI discussion and approval 	Nicole

<p>➤ Motion to approve FY 2023 COLA/QI made by Teresa and seconded by Matour. All present representatives were in favor, the motion was carried.</p>	
<p>Head Start/Early Head Start Monthly Program Overview</p>	<p>Nicole</p>
<p>Adjournment: 12:55pm</p>	<p>Amber</p>