



SENDCAA Head Start Birth to Five Policy Council

Tuesday, February 21, 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: 12:02pm		Amber
Roll Call , Introductions, Status of Quorum		Heather A.
	Teresa L- Central	X Kelsee B-Lisbon
X	Amber E- Central	X Nicole C-Wahpeton
	Alyssa B-South	Angelia H-EHS
X	Matour A- South	Jamall B-EHS
X	Tamia C-West	X -Board: Shantel F.
		-Board: Cheri J.
X	Haley H-Comm Rep	-Board: Beth M.
X	Jennifer F- Comm Rep	
Current Members Present		8/15
Percentage Present		53%
Non-voting members present: Nicole C, Heather A, Jamie S, Heather B		
Quorum Present (51%+ membership)		
X	Yes	No, 2/3 vote 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 January minutes made by Shantel and seconded by Tamia. All present representatives were in favor, motion 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 was made by Shantel and seconded by Haley. All present representatives were in favor, motion carried. 		
Review Parent Involvement Reports		Nicole
<ul style="list-style-type: none"> • In-Kind Report • Parent Earnings Report 		

Enrollment Report/Attendance <ul style="list-style-type: none"> • Attendance Report • CACFP/USDA Report 	Heather A.
Discussion & Approval of New Staff Hires & Resignations New Hires: Madelyne Atwater, Emily Rosaasen-Cook Resignations: Darian Leedom, Louise Moore, Jordan Young <ul style="list-style-type: none"> ➤ Motion to approve new hires/resignations was made by Nicole C and seconded by Tamia C. All present representatives were in favor, motion carried. 	Nicole
Discussion & Approval of COVID Mitigation Policy <ul style="list-style-type: none"> ➤ Motion to approve COVID Mitigation Policy was made by Tamia and seconded by Jennifer. All present representatives were in favor, motion carried. 	Heather B.
ERSEA Training	Heather A.
Head Start Policy & Regulations <ul style="list-style-type: none"> • Information Memoranda • Communication and guidance from Secretary • Grant Applications/Correspondence 	Nicole
Head Start/Early Head Start Monthly Program Overview	Nicole
Adjournment: 1:07pm	Amber