



SENDCAA Head Start Birth to Five Policy Council

Tuesday, December 20, 2022

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

<p>Welcome and Call to Order Call to order at 12:03pm.</p>	Amber																																												
<p>Roll Call, Introductions, Status of Quorum</p> <table border="1" data-bbox="191 758 992 1140"> <tr> <td></td> <td>Teresa L- Central</td> <td>X</td> <td>Kelsee B-Lisbon</td> </tr> <tr> <td>X</td> <td>Amber E- Central</td> <td>X</td> <td>Nicole C-Wahpeton</td> </tr> <tr> <td></td> <td>Alyssa B-South</td> <td></td> <td>Angelia H-EHS</td> </tr> <tr> <td>X</td> <td>Matour A- South</td> <td></td> <td>Jamall B-EHS</td> </tr> <tr> <td>X</td> <td>Tamia C-West</td> <td>X</td> <td>-Board Shatel F.</td> </tr> <tr> <td></td> <td>Deb R- West</td> <td></td> <td>-Board</td> </tr> <tr> <td></td> <td>Haley H-Comm Rep</td> <td></td> <td>-Board</td> </tr> <tr> <td>X</td> <td>Jennifer F- Comm Rep</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Current Members Present</td> <td>7/15</td> </tr> <tr> <td colspan="3">Percentage Present</td> <td>46%</td> </tr> </table> <p>Non-voting members present: Nicole C, Heather A, Jamie S, Jody C. and Brandon</p> <p>Quorum Present (51%+ membership)</p> <table border="1" data-bbox="191 1251 967 1308"> <tr> <td></td> <td>Yes</td> <td>X</td> <td>No, 2/3 vote used to conduct business</td> </tr> </table>		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 Shatel F.		Deb R- West		-Board		Haley H-Comm Rep		-Board	X	Jennifer F- Comm Rep			Current Members Present			7/15	Percentage Present			46%		Yes	X	No, 2/3 vote used to conduct business	Heather
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<p>Mental Health & Disability Services Jody reviewed her role at Head Start/EH as the Mental Health and Disabilities Coordinator. Use the Ages and Stages Questionnaire to monitor mental health at Head Start.</p>	Jody C																																												
<p>Review Previous Month’s Minutes</p> <ul style="list-style-type: none"> ➤ Shantel F. made a motion to approve the previous months minutes and Matour seconded it. All present representatives were in favor, motion carried. 	Nicole																																												
<p>Financial Reports</p> <ul style="list-style-type: none"> • Financial Statements and Credit Card Statement reviewed <ul style="list-style-type: none"> ➤ Motion to approve Financials was made by Shantel F and seconded by Jennifer F. All present representatives were in favor, motion carried. 	Nicole																																												

<p>Review Parent Involvement Reports</p> <ul style="list-style-type: none"> • In-Kind Report and parent earnings report were reviewed, and discussion was had. 	Nicole
<p>Enrollment Report/Attendance</p> <ul style="list-style-type: none"> • Attendance Report-wasn't included • CACFP/USDA Report- 	Heather
<p>Discussion & Approval of New Staff Hires & Resignations New Hires: Jessica Stephens, Jordan Young Resignations: Julie Munsey (retirement), Abby Bang</p> <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
<p>Head Start Policy & Regulations</p> <ul style="list-style-type: none"> • Information Memoranda • Communication and guidance from Secretary • Grant Applications/Correspondence <ul style="list-style-type: none"> ○ OHS Monitoring Review Report-letter received from OHS stating that they reviewed and monitored the safety finding, and it was closed. 	Nicole
<p>Head Start/Early Head Start Monthly Program Overview Monthly overview reviewed.</p>	Nicole
<p>Adjournment Meeting adjourned at 1:08pm</p>	Amber