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| *HEAD* *START* *START* | **SENDCAA Head Start Birth to Five**  **Policy Council**  **Tuesday, November 15, 2016**  **5:00 – 6:00 PM**  **Central Site Conference Room**  **3233 South University Drive (use west entrance)** | |
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**---Agenda Topics-- -**

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| Welcome  **Call to Order**- *5:10 pm*  **Roll Call – Introductions & Declaration of Quorum or Lack Thereof**  *Jackie Murphy (via phone)-Lisbon PD*  *Alicia Clements-South PD*  *Zinah Al Badrani- South FD*  *Angie Villarreal- Community Partner*  *Raymon Nelson- SENDCAA Board Member*  *Jerry Erickson- SENDCAA Board Member*  *Rebecca Ney- Staff*  *Lindsey Ohren- Staff*  *Lindsey Burkhardt- Staff*    *Quorum not met 4 of 15 voting members present, 2/3 of votes applied to all motions*  **Policy Council Codes of Conduct**  *Members who had not yet signed the Standards of Conduct were asked to do so.*  **Installation of Officers**   * Executive Committee  1. Chair 2. Vice Chair 3. Secretary   *Officers were not elected due to low members in attendance.*    **Leadership, Management, & Governance Review & Performance Improvement Plans**  *Program Director Lindsey O shared her improvements to our program planning process based on the Governance Review results last Spring. Improvements included added communication between the board and Policy Council as well as Policy Council receiving updates on grant goal progress.*  **Fall data overview from TS GOLD**  *Assistant Director Lindsey B shared data from our classrooms. Members were trained on how to read the data collected and given an explanation of how the data is collected, analyzed and used to improve our program.*  **Discussion of School Readiness Goal Committee**  *Lindsey B then introduced the implementation plan of a school readiness committee. Her plan is to include parents, kindergarten teachers from the community and Head Start teachers to help gather feedback and determine which School Readiness Goals everyone finds most important.*  **Financial Report**   * USDA * In-Kind   *Members were shown how to review and understand financial reports, members reviewed this month’s reports.*  **Parent Earnings Report**  *The Parent Earning Account current amount was shared and the account was explained to members as a parent driven and operated fund used to benefit the families in the SENDCAA Head Start Birth to Five Program.*  **Motion to Approve New Hires**  *Motion to approve New Hires made by Jackie Murphy and seconded by Zinah Al Badrani.*  **Motion to Approve October Meeting Minutes**  *Motion to approve the previous meeting’s minutes made by Zinah Al Badrani and seconded by Danielle John. Danielle was contacted the next day to review minutes and second the motion.*  **Other Business**  **Attendance at Meetings**  *Attendance at our meetings was stressed to all participants there. The possibility of providing phone conferencing was also discussed.*  **Adjournment-** *5:58 pm* | Lindsey O  Lindsey O  Lindsey O  Rebecca N  Rebecca N  Lindsey O  Lindsey B  Lindsey B  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O |

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

If you have any questions about Policy Council or need a ride please contact the

**Family Advocate** at your site:

Central Center: Sam LaLonde, Family Advocate 235-8931

Early Head Start Center: Sheyenne Hill, Family Advocate 298-6758

Lisbon Center: Jill Bergeman, Health/Family Advocate 683-3133

North Center: Position Open Health/Family Advocate 235-8898

South Center: Alyssa Keller , Family Advocate 364-9331

Wahpeton Center: Barb Buck, Health/Family Advocate 642-9825

West Center: Emily Schmiess & Jess Zimmer Health/ Family 282-3351

South Center: Ramya Chandrasekaran, Cultural liaison 235-8931