



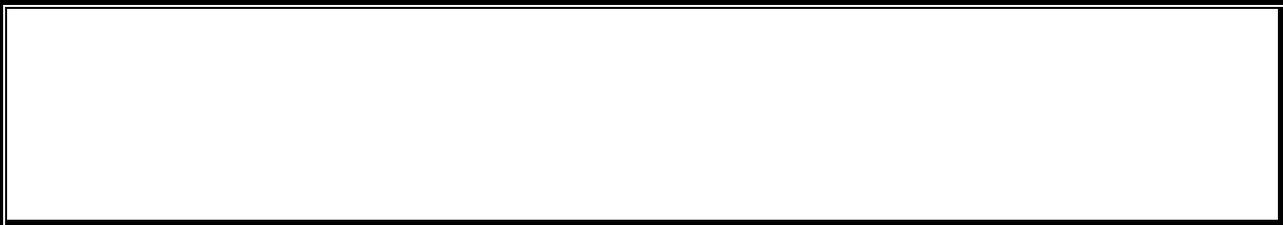
**SENDCAA Head Start Birth to Five
Policy Council**
 Tuesday, October 18, 2015
 5:00 – 6:00 PM
 Central Site Conference Room
 3233 South University Drive (use west entrance)

---Agenda Topics---

<p>Welcome</p>	<p>Rebecca N</p>
<p>Call to Order – 5:10<i>(Quorum not met, 2/3 vote of those in attendance for voting)</i></p>	<p>Rebecca N</p>
<p>Roll Call – Introductions <i>Sarah Passehl- Wahpeton Part Day</i> <i>Zinah AL Badrani- South Full Day</i> <i>Danielle John- Central Full Day</i></p>	<p>Rebecca N</p>
<p>What is Policy Council? <i>Members were shown a powerpoint presentation highlighting Policy Council roles and responsibilities and were given the opportunity to ask questions.</i></p>	<p>Rebecca N</p>
<p>Training Items</p> <ul style="list-style-type: none"> • Parliamentary Procedure <i>Staff explained what Parliamentary Procedure is and how it is used in Policy Council.</i> • Code of Conduct <i>All members present reviewed and signed the SENDCAA Head Start Birth to Five Standards of Conduct</i> 	<p>Rebecca N</p>
<p>Installation of Officers</p> <ul style="list-style-type: none"> • Executive Committee <ol style="list-style-type: none"> 1. Chair 2. Vice Chair 3. Secretary <p><i>Officer positions were explained to present members but voting will be saved until next meeting.</i></p>	<p>Rebecca N</p>
<p>Standing Committees</p> <ul style="list-style-type: none"> • Personnel/Interview Committee 	<p>Rebecca</p>

<p><i>Members Sarah, Zinah and Danielle volunteered to participate on this committee.</i></p>	
<p>Financial Report</p> <ul style="list-style-type: none"> • USDA • In-Kind <p><i>Members were shown how to review and understand financial reports, members reviewed this month's reports.</i></p>	<p>Rebecca N</p>
<p>Parent Earnings Report</p> <p><i>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.</i></p>	<p>Rebecca N</p>
<p>Motion to Approve Continuation grant, as written</p> <p><i>Staff explained the grant process and shared that we are in the 5th year of our 5 year grant cycle. The grant was available for members to review.</i></p>	<p>Rebecca N</p>
<p><i>Motion to approve the 2016-2017 Continuation Grant was made by Danielle John and Seconded by Sarah Passehl.</i></p>	<p>Rebecca N</p>
<p>Motion to Approve New Hires</p> <p><i>Staff shared the new staff hires with members.</i></p>	<p>Rebecca N</p>
<p><i>Motion to approve New Hires made by Sarah Passehl and seconded by Zinah Al Badrani</i></p>	<p>Rebecca N</p>
<p>Schedule Future Policy Council Meeting Dates</p> <p><i>Discussion was had on the best dates and times for meetings, members felt Tuesdays can get too busy but maybe Thursdays would be a better day.</i></p>	<p>Rebecca N</p>
<p>Other Business</p> <p><i>Danielle brought up safety concerns in her parking lot at Central at drop off and pick up time</i></p>	<p>Rebecca N</p>
<p>Adjournment- 5:54</p>	<p>Rebecca N</p>

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:	Kelsey Helbling 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