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| *HEAD* *START* *START* | **SENDCAA Head Start Birth to Five**  **Policy Council**  **Tuesday, February 21, 2017**  **5:00 – 6:00 PM**  **Central Site Conference Room**  **3233 South University Drive (use west entrance)** | |
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**---Meeting Minutes-- -**

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| **Welcome**  **Call to Order- 5:11 pm**  **Roll Call – Introductions & Declaration of Quorum or Lack Thereof**  *Danielle John- Central FD*  *Maryan Mahamoud- West PD*  *Holly Williams- Community Partner*  *Lindsey Ohren- Staff*  *Lindsey Burkhardt- Staff*  *Ciara Langehaug- Staff*  *Rebecca Ney-Staff*  *Emily Skelly- Intern*  *Quorum not met, 3 of 14 voting members present.*  **Review of previous months minutes & Motion to Approve**  *All members reviewed the minutes from last month’s meeting. Motion to approve the previous meeting’s minutes made by Danielle John and seconded by Holly Williams.*  **Financial Report**   * **USDA** * **In-Kind**   *Members were given the financial reports for the last month and asked to review them. Members asked for a narrative in addition to the Statement of Revenue and Expenditures to better understand how the program is doing in relation to staying in budget. Members are also looking for clarification on the neither column on the USDA report. Members were glad to see that Centers 26 A and B had a rise in attendance.*  **Parent Earnings Report**  *The Parent Earning Account current amount was shared with present members.*  **Motion to Approve New Hires**  *Motion to approve new hires made by Holly Williams and seconded by Danielle John.*  **GOLD Data Report & School Readiness Goals**  **(Motion to Approve)**  *Assistant Director Lindsey B presented Winter checkpoint GOLD data to the members. Data showed that our children have made gains throughout the school year and are continuing progress in all areas. Lindsey B then presented the proposed new school readiness goals. She discussed the process and steps that were taken to reach our final selection. Motion to approve the new school readiness goals was made by Holly Williams and seconded by Danielle John.*  **Training – ERSEA Enrollment Process**  **(Motion to Approve)**  *ERSEA Coordinator Ciara L presented her Enrollment plan for the upcoming 2017-2018 school year. Her plan highlighted designated recruitment efforts, simplified enrollment forms and directions as well as an updated eligibility point’s page. Discussion was had about adding points to returning children whose families have actively participated in the past. Staff spoke to our need for the points to be risk assessment. Members questioned the age cut off of 22 to receive points for being a young parent. They wanted this number to align with other financial service cutoffs that are currently 24. An agreement was made to point parents age 24 and under at 10 points and age 18 and under at 20. Motion to approve the ERSEA process was made by Maryan Mahamoud and seconded by Holly Williams.*  **Community Assessment**  *Lindsey O presented her plans to survey our community members for our Community Assessment giving members the opportunity to provide feedback and input.*  **Program Updates**  Staff shared current program updates with members. Members were informed of the upcoming parent event for Dr. Seuss’ birthday on March 2nd.  **Adjournment- 6:07 pm** | Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey O  Lindsey B  Ciara L  Lindsey O  Lindsey O  Lindsey O |
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**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: Ashley Braaten 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