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| http://lsf-hsehs.lsfnet.org/PublishingImages/EarlyHeadStartLogo2.gif | **SENDCAA Head Start Birth to Five****Policy Council****Tuesday, April 18, 2017****5:00 – 6:00 PM****Central Site Conference Room****3233 South University Drive (use west entrance)** |

**---Meeting Minutes---**

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| **Welcome** | Alicia C |
| **Call to Order** 6:16 pm  | Alicia C |
| **Roll Call – Introductions & Declaration of Quorum or Lack Thereof***Amanda-West PD**Sarah- Wahpeton PD**Maryan- West PD**Alicia- South PD**Danielle- Central FD**Angie- Anne Carlson**Holly-FPS* *Lynette- SENDCAA Board Member**Lindsey- staff**Rebecca- staff**Quorum not meet 7 of 14 voting members present* | Alicia C |
| **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 and seconded by Alicia.*  | Alicia C |
| **Financial Report*** **USDA**
* **In-Kind**

*Members were given the financial reports for the last month and asked to review them. A summary statement was read to members that we were slightly over on our budget but that the summer months will help even those numbers out.*  | Lindsey O |
| **Parent Earnings Report***The Parent Earning amount was shared with present members. A proposal to use the funds to buy every child a book to read over the summer to prevent a common regression slide was presented by staff and approved by present members.* | Lindsey O |
| **Motion to Approve New Hires***No new hires or resignations this month****.*** | Lindsey O |
| **Community Assessment and Motion to Approve***Lindsey reviewed the results of the community Assessment and offered to answer any further questions about the results or process.**Motion to approve the Community Assessment made by Sarah and seconded by Maryan.*  | Lindsey O |
| **Grant Goals Update***Goals have mostly been accomplished at this point little progress to update on. Lindsey will be sharing an update on the upcoming grant process next month.*  | Lindsey O |
| **Program Updates***Lindsey read through updates on the various component areas at Head Start Birth to Five.* | Lindsey O |
| **Spring Picnic***We discussed the option of using Parent Earnings account to fund an end of the year picnic. A date of May 11 at 3:45 was decided. Rebecca is going to look into the availability of Lindenwood Park. Members decided on a brownie sundae bar instead of an ice cream sundae bar due to cold weather last year. Members did not think the door prize options Head Start currently had were enough to draw in families, members were going to look into the possibility of getting bikes from donors.*  | Rebecca N |
| **Adjournment- 6:57 pm** | 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: 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