



## SENDCAA Head Start Birth to Five Policy Council

Tuesday, June 20, 2017

5:00 – 6:00 PM

Central Site Conference Room

3233 South University Drive (use west entrance)

### ---Meeting Minutes---

<p><b>Welcome</b></p>	<p>Lindsey O</p>
<p><b>Call to Order</b> 5:18 pm</p>	<p>Lindsey O</p>
<p><b>Roll Call – Introductions &amp; Declaration of Quorum or Lack Thereof</b>  <i>Quorum was not met, therefore 2/3 vote of those in attendance was used.</i>  <i>Amanda L- West PD</i>  <i>Maryan M- West PD</i>  <i>Holly W- Fargo Public Schools</i>  <i>Lynette S- SENDCAA Board Member</i>  <i>Jerry E- SENDCAA Board Member</i>  <i>Ray N- SENDCAA Board Member</i>  <i>Lindsey O- Staff</i>  <i>Rebecca N- Staff</i></p>	<p>Lindsey O</p>
<p><b>Review of previous months minutes &amp; Motion to Approve</b>  <i>All members reviewed the minutes from our April and May meetings. Motion to approve the meeting minutes was made by Maryan and seconded by Holly.</i></p>	<p>Lindsey O</p>
<p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>• <b>USDA</b></li> <li>• <b>In-Kind</b></li> </ul> <p><i>Members were given the past 2 month’s financial reports and were asked to review them. Lindsey detailed any budget overages and our credit card purchases.</i></p>	<p>Lindsey O</p>
<p><b>Parent Earnings Report</b></p>	<p>Rebecca N</p>

*Money was used from this account to purchase a book for every child to take home in an effort to combat summer regression. Money was also used for the end of year picnic.*

Rebecca N

**Attendance Action Plan**

*A new attendance policy was presented that would replace our existing policy. The new policy would require families to maintain a monthly attendance rate of 85%. Discussion was had on what happens when the rate is not met, if the rate was reasonable and if this policy meets the needs of the community. The council agreed this was an improved policy and they would like the program to move forward. The motion to approve the Attendance policy as written was made by Amanda and seconded by Maryan.*

Lindsey O

**Grant Goals Update**

*Lindsey reviewed the last update on our five year grant goals and discussed plans to meet the final goal related to ChildPlus training.*

Lindsey O

**Baseline Grant & Motion to Approve**

*Copies of the new five year grant were shared with current members to review. Lindsey gave members an overview of the changes that would be seen in this grant including the introduction of Conscious Discipline to the program and the new grant goals.*

*The motion to approve the Baseline Grant as written was made by Holly and seconded by Amanda.*

Lindsey O

**COLA Grant & Motion to Approve**

*Lindsey explained the cost of living adjustment that was approved for Head Start.. Motion to approve the COLA grant was made by Maryan and seconded by Amanda.*

**GOLD Data Report**

*Members reviewed the data prepared by Assistant Director Lindsey.*

Lindsey O

**Program Reviews**

*Members reviewed the end of year program reports.*

Lindsey O

**Adjournment 5:50 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:	TBD, Family Advocate	364-9331
Wahpeton Center:	TBD, Health/Family Advocate	642-9825
West Center:	Emily Schmiess/TBD, Health/Family	282-3351