

**Semcac Head Start
Policy Council Meeting Minutes**

Date: _____

Location: _____

1. Call to Order

The meeting was called to order at _____ (time) by _____, Chair.

2. Establish Quorum (check those present):

| <u>Delegates</u> | <u>Alternates</u> | <u>Community Reps</u> | <u>Staff</u> |
|-------------------|-------------------|-----------------------------|----------------|
| | | Kristin Cerda | Tara Blom FCPC |
| Aguiel Bior – EHS | | Tonya Tewes | Lisa Lind HSD |
| Michelle Sorensen | Manuel Sanchez | Theresa Schoer | |
| Allison Ingram | Alex Kreter | | |
| Ariana Stueve | Mike Butler | <u>Board Liaison</u> | |
| Wendy Brinks | | Jan Ball | |
| Lisa Zarling | | | |
| | | | |
| | | <u>Other</u> | |
| | | | |
| | | | |
| | | | |

Vote if needed: *declare the attendees “a body of the whole.”*

First: _____ Second: _____

Vote: Motion carried or Motion denied or _____

3. Introductions/Icebreaker

4. Voting of Agenda

Additions/Corrections to the agenda: _____

Motion to approve and accept the _____ agenda.

First: _____ Second: _____

Vote: Motion carried or Motion denied or _____

5. Voting of Policy Council Minutes

Minutes were posted on parent intranet prior to the meeting.

Corrections/Additions: _____

Motion to approve and accept the _____ Policy Council Minutes.

First: _____ Second: _____

Vote: Motion carried or Motion denied or _____

Director's Report Motion to approve and accept

First: _____ Second: _____

Vote: Motion carried or Motion denied or _____

MHSA Report

Other Business or Additional Notes

Next Meeting Agenda

Next Meeting Date/Time/Place: _____

Motion to adjourn.

First: _____ Second: _____

Vote: **Motion carried or Motion denied or** _____

The meeting was adjourned at _____ (time) by _____, Chair.

Respectfully submitted by: _____

Secretary