The Center at Lake County Elementary
Policy Council Minutes

Meeting Date: March 3, 2025

Meeting start time: 6:18pm Meeting end time: 7:47pm

Attending: In person: Shelby Monroe, Brenda Salas, Ashleigh Powers, Sierra Willis, Amy Dreesen, Jenny Tellez, Breanna Ortiz,
Guests : Tanya Lenhard, Rhonda DeVoe, Mary Jelf

Not Attending: Liz Witthoeft, Marissa Rosales

Roll Call: Done by the secretary. Quorum acceptable per bylaws

Approval of Agenda: Shelby moved to approve the agenda; Ashleigh seconded. The motion passed with all in favor and none opposed.

Approval of prior meeting's minutes: Shelby moved to approve the prior two meetings' minutes; Ashleigh seconded. The motion passed with all in favor and none opposed.

Treasurer's Report: The current balance of the fund is $1500.00 to be spent by January 31, 2026. February's meeting meal is encumbered, but has not yet been billed.

Training: Tanya presented a training on advocacy, defining it as speaking up for something in support. Parents advocate for their kids at conferences and giving input about what they need. She included that there tend to be better outcomes for kids when they are advocated for.

New Business: Kelly presented the winter child outcomes data. Explained that each day, teachers observe their activities and collect data by writing down notes and taking pictures and videos and later enter the observations in TS GOLD. There are checkpoints and reports done three times per year to identify strengths and areas of challenge. Tanya compared fall and winter data and how the graphs show growth. Many areas are already at the goal of 85% meeting or exceeding expectations and further growth is expected at the spring checkpoint.

Tanya presented the mission and vision statement and explained how this guides practice at The Center. The mission is to serve and respect children and families and to celebrate and encourage families as their child's first and most important teacher through developmentally appropriate practice.

Tanya presented the advocacy policy which outlines how the program advocates for children, for families, and for Head Start. The Chair suggested adding the definition of advocacy as was discussed earlier for additional clarity. There was also discussion about adding something to the Head Start section about exploring all funding sources that can be used for the benefit of the program. Sierra moved to table this approval to next month; Ashleigh seconded. The motion passed with all in favor and none opposed.

Tanya discussed recruitment methods and the plan for how we reach the families in our service area who will be eligible for HS spots for next school year. Outreach is done with flyers, contacts with partners, social media, and round up events. Members made suggestions of additional community partners to expand reach. They also suggested asking parents for testimonials to acknowledge recent changes in the program. Members encouraged messaging to all families to apply as early as possible, so that the needs of the community are known to the program early enough to adapt if necessary and spots can be assigned as early as possible.

The new Policy Council email was discussed as a way in which families can communicate with the Policy Council. A report of recent PC activities will be given at the upcoming Family Fun Night. Members encouraged more communication to help families learn more about PC and perhaps want to join next year.

Tanya presented the official award letter for this year's grant and noted that it will be in the information binder.

Tanya advised members that a financial audit happens every year, in accordance with performance standards. Head Start funds are included in the audit of the entire school district, and with financial support from them. Results are always good because of good procedures in place.

The Program Information Report (PIR) was discussed. This is data collected and reported every year about the program. Copies of last year's report are in the information binder.

An acronym list was presented and placed in the info binder. Members were encouraged to ask staff to explain acronyms they use.

Members were reminded that agendas, minutes, packets, and zoom information for school board meetings is available on the district's website. Notices about this will also be forwarded to members who may want to listen in on those meetings.

Director's Report:
Tanya presented her director's report. She highlighted enrollment info and informed PC that we have been placed on a Full Enrollment Initiative (FEI) for under-enrollment if Head Start preschool spots. It is an official corrective action plan with a 12 month process. This situation was mostly resolved by the enrollment reduction included with the baseline application, but a plan must be submitted. We will also review enrollment and recruitment practices to improve the situation. SHe reiterated that we are still looking for a special education teacher and also reviewed the credit card receipts. Tanya also mentioned the recent walkthroughs from Sterling Literacy and the very positive comments they had about what was going on in classrooms with the CKLA curriculum.

Unfinished Business: none

Committee Reports: There were no reports.

Announcements: Upcoming events as per the agenda.

Adjournment: Ashleigh moved to adjourn the meeting; Amy seconded. The motion passed with all in favor and none opposed. The meeting was adjourned by the Chair at 7:47pm.

Respectfully submitted,

Brenda Salas

Brenda Salas, Policy Council Secretary
With support from Mary Jelf, Business Manager