

# The Center at Lake County Elementary

## Policy Council Minutes

Meeting Date: October 7, 2024

Meeting start time: 6:42p

Meeting end time: 7:58pm

**Attending:** In person: Shelby Monroe, Brenda Salas, Ashleigh Powers, Sierra Willis. Via Teams : Liz Witthoeft, Amy Dreesen.

Guests : Miriam Lozano, Tanya Lenhard, Rhonda DeVoe, Mary Jelf

**Not Attending:** Sarah Vldal, Breanna Ortiz, Marissa Rosales, Jenny Tellez, Erin Davis

**Roll Call:** Done. Quorum acceptable per by laws

**Election of Officers:** Mary explained the descriptions of each position. The following members offered to serve as officers: Sierra as Chair, Shelby as Vice Chair, Brenda as Secretary, and Ashleigh as Treasurer. Ashleigh moved to approve the new board; Sierra seconded. Members voted to approve their new board. The new chair called the meeting to order.

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

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

**Treasurer's Report:** The current balance of the fund is \$547.50, to be spent by January 31, 2025. Accepted uses of the fund were discussed.

**Training:** Tanya explained the importance of confidentiality. Members signed their confidentiality agreements. Tanya also presented ideas and information about cooperative program governance, especially regarding the valuable role of Policy Council in guiding the direction of the program, Board of Education taking responsibility for financial and compliance, and staff in overseeing day-to-day operations.

**New Business:** Tanya explained the Program Goals goals and discussed how they were formed using data from the community assessment, child outcomes data, and other sources. She explained that the Head Start and preschool program goals are informed

by the goals the Board of Education has set for the entire school district. They are designed to show the guiding ideals in preschool program planning. Our program goals describe how preschool supports the district goals, how we plan to accomplish this, and how we will measure our success. Head Start goals also match the Performance Standards. Members asked specifically about the new mental health supports, and Tanya explained what has been in place and what is being enhanced. Members asked about the planning cycle and were given info about the five year grant cycle, the annual planning sessions, and how adjustments are made even on a daily basis. It was clarified that the Head Start year starts on February 1, but that programming began with the beginning of the year. Amy moved to approve the program goals; Ashleigh seconded. The motion passed with all in favor and none opposed.

Tanya presented the School Readiness goals. These differ from the program goals in that they are designed to specifically show how we will get kids ready to go to kindergarten. She explained how each learning domain has a separate goal. She explained that last year's TS GOLD data was used to identify areas of focus this year. Each goal has a measure of progress and success. Shelby moved to approve the school readiness goals; Ashleigh seconded. The motion passed with all in favor and none opposed.

Mary explained the parts of the grant application, including that it explains how performance standards are met in service of our particular community, and the budget plan for accomplishing that. Tanya highlighted different sections addressing services, program choices, how community demographics inform decisions, educational, health, and family engagement components, the new mental health services, alignment to school district programming, and how the changes in leadership structure are enhancing the program.

Tanya also explained the enrollment reduction request. She outlined reasons for the request, including the declining numbers of children overall in the community, the challenges in finding families who meet eligibility criteria, and the reality of staffing shortages. She explained how funds would be reassigned, including a plan to boost educational attainment of staff to receive higher wages, the formation of a pay scale that rewards professional development on the way to a Bachelor's degree, and the rising costs of health insurance and utilities. The Chair asked questions about the corrective action plans from last year, and there was discussion of the particulars of those efforts and how the program benefited from the deep dive into policies and procedures.

Ashleigh moved to approve the grant application with permission to correct typos if any were found before submission; Brenda seconded. The motion passed with all in favor and none opposed.

There was discussion about meeting times and meals including an explanation about why Policy Council meets earlier in the month than the school board so Policy Council

input can be passed on to the board. There was discussion about keeping the meetings on the first Monday of the month at 6pm. Input was collected on meals.

**Director's Report:** The Director's report was presented and discussed. Budget reports were presented. The credit card statement was presented. Tanya explained the kind of program info that is provided to Policy Council every month. In the interest of time, more detailed info will be added to this meeting's presentation at next month's meeting. Rhonda gave a report on the successful Fall themed Family Fun Night.

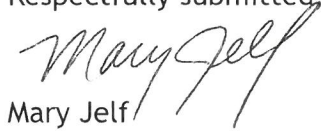
**Unfinished Business:** none

**Committee Reports:** Miriam introduced herself as the Board liaison.

**Announcements:** Members were reminded of the upcoming conferences and Family Fun Night.

**Adjournment:** The meeting was adjourned at 7:58 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Jelf".

Mary Jelf

Business Manager, on behalf of newly elected PC Secretary Brenda Salas

