

The Center at Lake County Elementary

Policy Council Minutes

Meeting Date: November 4, 2024

Meeting start time: 6:11p

Meeting end time: 7:59pm

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

Not Attending: Sarah Vldal, Liz Witthoeft

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

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

Approval of prior meeting's minutes: Sierra moved to approve the prior meeting's minutes; Bre seconded. Sierra gave a brief synopsis of the last meeting. The motion passed with all in favor and none opposed.

Treasurer's Report: The current balance of the fund is \$247.00, to be spent by January 31, 2025. If Parent Activity Fund balance is spent out prior to that, other funds will be used to assure a meal at January's meeting. Research will be done to identify the process for a possible increase in these funds.

Training: Tanya reviewed some basics of Robert's Rules of Order. She noted that many public meetings use these rules, and Policy Council is a great place to practice them.

The Policy Council bylaws were presented and briefly reviewed. They will be submitted for approval at a future date once members can become more familiar with them.

New Business: Tanya presented the Fall Child Outcomes Data report. She explained that TS Gold is the assessment system we use and that is set up with different domains of development on a rainbow scale that progresses as kids get older. These assessments are done three times a year. This report shows program level data. Individual child results reviewed with parents at parent-teacher conferences.

Demographic info was reviewed. Members asked questions about how data is examined and used. Tanya presented highlights from the Assistant Director about the data. Tanya also presented this data as it relates to school readiness goals and particular objectives. She explained that the fall numbers are baseline data. Data is collected and reviewed again in the winter and spring to show and celebrate growth and plan for next steps.

Mary presented the budget reports and explained the different spending categories run down the first column and the months over time run across the top. Budgets tell the story of what is important to the program by what funds are spent on. The bulk of expenses are for personnel. Expenditures are monitored month to month to be sure adjustments are made and that spending is on track to spend the entire award by the end of the Head Start fiscal year on 1/1/25. Members asked questions about the in kind numbers, and Mary explained non-federal match requirements and how those are documented. There was discussion about the Head Start budget compared to the entire Center budget and how that is different from the LCSD general fund and how all those pieces work together. It was clarified that the recent closure of the sixth classroom was due to low enrollment, not any need for budget savings. No staff positions were cut, only duties changed.

Tanya presented the shared information binder. This has reference materials, including Information Memoranda and Program Instruction from Head Start that are intended to clarify performance standards. All IMs and PIs will be filed in the binder, but only those relevant to our program will be reviewed during meetings.

Tanya gave an update that the baseline application approved last month was submitted. Next steps are to await feedback and requested edits.

Tanya advised that the EHS FEI was successful and a letter received that full enrollment was achieved in Early Head Start. The next steps are six more months of monitoring to be sure enrollment levels are maintained. An enrollment reduction request to change the number of EHS spots from 12 to 9 was included in the baseline application to allow for the highest levels of service delivery to the particular population of our community.

There was discussion to continue the tradition of not holding a regular meeting in December. The January meeting is scheduled for the first day of school back from winter break, and members decided to keep this regular schedule.

Director's Report: Tanya presented the director's report and explained that it is a combination of different kinds of data from all the admin reports. She presented enrollment data for all preschool programs, attendance data, and other useful information. Members asked questions about who data is used.

Unfinished Business: none

Committee Reports: none

Announcements: Upcoming events as per the agenda.

Adjournment: Shelby 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 7:59 pm.

Respectfully submitted,

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