

# The Center at Lake County Elementary

## Policy Council Minutes

Meeting Date: January 15, 2025

Meeting start time: 6:19p

Meeting end time: 7:38pm

**Attending:** In person: Shelby Monroe, Brenda Salas, Ashleigh Powers, Sierra Willis, Marissa Rosales, Amy Dreesen

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

**Not Attending:** Jenny Tellez, Breanna Ortiz, Liz Witthoeft

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

**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:** Amy moved to approve the prior 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 \$73 to be spent by January 31, 2025. The meeting's meal will be more than that and covered by other Head Start funds. There was discussion about having a new \$1500 parent activity fund on February 1 with the start of the new fiscal year.

**Training:** Tanya reviewed the Program Improvement Plan, stating that it is an action plan for work in the program goals. She explained that normally would complete and review this in the spring for the following year, with updates throughout the year. It lists the goals and all the objectives and action steps for the work that will be done year by year. This is for the first year of the new five year plan. Members commented that this plan matches the plan presented earlier in the year for goals about literacy. Tanya described the literacy section in more detail and also presented an overview of the whole plan. She explained that with so many people in new roles, much of the plan for this year is about re-establishing and strengthening parts of the program. She gave progress reports on a few areas in response to questions from members. Members gave feedback as parents on the progress they have seen.

**New Business:** The parent activity fund was discussed and the fact that it is fully spent and will reset February 1.

Tanya gave the staffing update, including that a new assistant teacher has been hired. Her work experience and desire to be in education was highlighted. Members asked about her PD plan, and Tanya gave notes on her progress and ongoing supports. Members gave some feedback on very positive interactions they have already had with her. Amy moved to approve Alexa Robinette as a new hire; Shelby seconded. The motion passed with all in favor and none opposed.

Tanya presented the Human Resources outline including hiring procedures, professional development and qualifications. She discussed that a number of policies are required by Head Start Performance Standards in section 1302.90. Tanya reviewed an outline of general HR hiring practices. She highlighted the requirements for background checks and the work the district has done toward wage parity. She also discussed the processes for orientation and ongoing professional development and evaluation. She presented the tracking documents used by the program to ensure compliance with and completion and tracking of the process. She also presented the T/TA plan.

Tanya presented the Parent Reimbursement plan for approval and discussion. Amy moved to approve; Ashleigh seconded. The motion passed with all in favor and none opposed.

**Director's Report:** Tanya presented the director's report for November and elaborated on enrollment numbers, noting that the enrollment reduction requested in the new baseline application seems likely to be approved. She responded to a question from a member assuring that all currently enrolled children and families will be given services, even if that number remains above 30 past February 1. She noted that attendance numbers have dropped a little because of illness. Colleen is continuing to work with families to support completion of health requirements. Tanya noted an award from Temple Hoyne Buell for \$35,000 for operations this year. Thanksgiving Lunch was well attended.

Tanya and Mary discussed the end of the fiscal year and that there is a plan to spend the funds entirely by the end date. There was no grant reporting due in the prior month. Credit card transactions were reviewed. Members were informed of new PIs and IMs in the information binder.

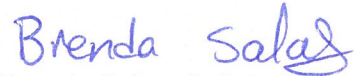
**Unfinished Business:** none

**Committee Reports:** Miriam reported that the Board had directed the Superintendent to draft a resolution about schools being a safe place for all. Rhonda reported that the last family fun night was enjoyed by many families.

**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 7:38 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Brenda Salas". The signature is written in a cursive style with a large, stylized 'S' at the end.

Brenda Salas, Policy Council Secretary

With support from Mary Jelf, Business Manager