

The Center at Lake County Elementary

Policy Council Minutes

Meeting Date: February 3, 2025

Meeting start time: 6:13pm

Meeting end time: 7:47pm

Attending: In person: Shelby Monroe, Brenda Salas, Ashleigh Powers, Sierra Willis, Amy Dreesen
Guests : Tanya Lenhard, Mary Jelf

Not Attending: Jenny Tellez, Breanna Ortiz, Liz Witthoeft, Marissa Rosales

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

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

Approval of prior meeting's minutes: Approval of the prior meeting's minutes was postponed to the March meeting.

Treasurer's Report: The current balance of the fund is \$1500.00 to be spent by January 31, 2026. Members discussed a proposed budget for the Parent Activity fund, with the understanding that the categories are fluid and can be changed to meet actual needs. There could be a possibility of using the funds for a speaker or other event and also the possibility of working with community partners for a similar event. Amy motioned to approve the proposed budget; Ashleigh seconded. The motion passed with all in favor and none opposed.

Training:

There was a fun activity involving a small quiz to review performance standards around Policy Council.

New Business:

Mary presented an overview of ERSEA including the different parts : Eligibility, Recruitment, Selection, Enrollment, and Attendance. She described what the different parts are and how they work together. She showed examples of documentation used to prove policies and procedures are being used correctly. There was an additional discussion of Selection criteria and how the point system is meant to prioritize the eligible children and families who will most benefit from Head

Start services. Members gave thoughtful input especially on the family needs portion and made suggestions for other factors that could contribute to family stress and influence a child's readiness for kindergarten.

Tanya presented information about the CLASS system that is a quality measure of classroom interactions between teachers and students. The categories assessed include: emotional support, classroom organization, and instructional support. This assessment is an important tool because high quality interactions between teachers and children are essential for growth in children's development. Data is used to provide next steps for professional development for staff. CLASS assessments are a part of Head Start monitoring.

Tanya presented the internal dispute policy for discussion and approval. She explained that this policy is in place as a procedure that would be followed to resolve a dispute between the school board and policy council. Amy moved to approve the policy; Ashleigh seconded. The motion passed with all in favor and none opposed.

The Community Complaint policy was also presented for discussion and approval with the note that this policy is used if there were a complaint against the program from the outside community. Sierra moved to approve, and Shelby seconded. The motion passed with all in favor and none opposed.

Tanya updated members on the status of the baseline application. The old fiscal year closed out on January 31, but we have not yet received the official award letter for the new year. We have received updates that it is still in process and is moving forward.

Director's Report:

Tanya presented the Director's report, including data on enrollment, budget, and other updates. She advised that Early Head Start numbers have gone down due to low attendance and one child moving to preschool with currently 7 children enrolled. There are new PIs and IMs in the info binder, including one with information on monitoring.

Unfinished Business: There was no unfinished business.

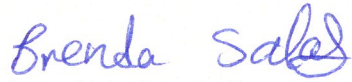
Committee Reports:

Miriam sent updates via email that Tanya shared on her behalf. The board approved a resolution about schools being a safe place for all and is sending out communication to families and the community about it. The Sheriff's office applied for a grant to hire a school resource officer for the upcoming school year. The superintendent is collaborating with law enforcement to form a committee to clearly define this role. The board is conducting the annual evaluation of the superintendent. Upcoming board meetings will include discussions around consolidating the district from three school buildings to two.

Announcements: Upcoming events as per the agenda.

Adjournment: Sierra 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 7:47 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" for Salas.

Brenda Salas, Policy Council Secretary

With support from Mary Jelf, Business Manager