

# The Center at Lake County Elementary

## Policy Council Minutes

Meeting Date: April 7, 2025

Meeting start time: 6:12pm

Meeting end time: 7:30pm

**Attending:** In person: Shelby Monroe, Brenda Salas, Ashleigh Powers, Amy Dreesen, Jenny Tellez

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

**Not Attending:** Liz Witthoeft, Marissa Rosales, Sierra Wills, Breanna Ortiz

The meeting was conducted by vice chair Shelby Monroe, in the absence of the regular Chair.

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

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

**Approval of prior meeting's minutes:** Brenda 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 \$1076.00 to be spent by January 31, 2026.

**Training:** Tanya presented a training about transitions. Children and families transition into and out of the program and all of the steps taken to ensure everyone is confident with the process and ready for their next steps. The procedure includes families entering preschool from EHS, for the first time, and from other programs and transitioning out of EHS, to kindergarten, and to other programs.

**New Business:** Tanya presented the Annual Report, explaining that it is a snapshot of the program that is presented to the community, including programs offered, funding, enrollment, and review outcomes.

Mary discussed the Community Assessment including why it is required and how it is used for decision making and programming. This is compiled once every five years

and updated each year. Intended revisions will include more personalized stories to ensure decisions are benefitting families in the intended ways.

Tanya discussed the Self-Assessment process. This is done to celebrate successes in meeting program goals and to plan future efforts for continued improvement. The process involves families, staff, and community members. The tool is designed, the team formed, discussions held, and results shared. Tanya discussed the areas of the program that are looked at. This helps us hold ourselves accountable for meeting our program goals. Members were offered a chance to sign up to assist in this process.

Tanya informed the group that our program is on another full enrollment initiative. Mary reviewed the successful FEI process from the prior year for EHS. She reviewed how we are meeting the requirements for the current FEI for preschool, including the causes possibly hindering enrollment and plans to reach full enrollment. The process takes twelve months to get to full enrollment, then six more months of monitoring. The enrollment reduction that was approved with the baseline application will be helpful to meeting the requirement. Recruitment efforts are also being refined. PC and BOE will be regularly informed of progress. The written plan was shared and made available to members. Members offered additional ideas for recruitment connections. Members offered that many families still are unclear on the process for application and would benefit from clarity and the personal support offered during Round Up nights.

Tanya reviewed the required governance screener process done with the PC Chair, President of the Board of Education, and the Superintendent. She discussed how the results will be used moving forward to improve some policies and systems. The Health Screener was also completed at this time.

Members were advised that often OHS puts out an invitation to apply for supplemental funds for a cost of living allowance (COLA) around this time of year. No announcement has been made yet this year, but we will monitor communication to complete the application process if this becomes available.

Tanya presented a potential new hire for a substitute teacher. Tanya reviewed the applicant's qualifications and recommended Alyssa Greigo for hire as soon as possible on behalf of the interview team. Tanya also offered information about the teacher cadet program and LCHS, including that Alyssa participated in this program. Ashleigh moved to approve this hire; Amy seconded. The motion passed with all in favor and none opposed.

**Director's Report:** Tanya reviewed the Director's Report. She noted that the Center is at capacity. New applications for this year will be placed on a waitlist and encouraged to apply and or/register for next year. Current Head Start Preschool enrollment is 33 out of 30 and EHS enrollment is 8 out of 9. Members asked questions about low attendance. This was due to illnesses and parent-teacher conferences. She reported a good turnout for the library family fun night. 19 children received

blood lead testing at conferences. Bus evacuation drills were successful. Cloud City Conservation Center presented a program to finish off the module on plants, and they were impressed with the kids' knowledge about plants. Tanya presented the new IM on healthy eating and how our program is supporting this concept for our families.

**Unfinished Business:** The revised Advocacy Policy was presented with the changes that had been requested at the prior meeting. Amy moved to approve; Ashleigh seconded. The motion passed with all in favor and none opposed.

**Committee Reports:** Miriam reported that the Superintendent will be presenting a second State of the Schools update on April 21 to review how the year has progressed and the direction of ongoing plans.

**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 7:30pm.

Respectfully submitted,

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