

Policy Council Meeting
March 19th, 2019
Price, Utah

Policy Council Members in Attendance:

Kyleigh Morales, Mindy Madsen, Karen Stephensen, Holly Jensen, Marilyn Fuller, Emma Dopp
Nikkole Warman, Methana Parker

Staff Members in Attendance:

Heele Eden, Keri Allred, Jenifer Davis, Julie Justice, Donna Allred, Cindy Winward

Welcome:

Karen Stephensen welcomed everyone to the March 19, 2019, Policy Council Meeting.

Ongoing Training:

Roberts Rule of Order - Heele Eden presented, discussed and answered questions regarding the process of Robert's Rules of Order.

Quorum Declaration:

With eight (8) members in attendance, there is a quorum present.

Conflict Declaration

No Conflict

Agenda:

March 19, 2019, Policy Council Agenda was reviewed.

Marilyn Fuller made a motion to approve the March 19, 2019, Policy Council Agenda. Kyleigh Morales seconded the motion. All approved, motion carried.

Minutes:

February 19, 2019, Policy Council Meeting Minutes were reviewed.

Emma Dopp made a motion to approve February 19, 2019, Policy Council Meeting Minutes. Kyleigh Morales seconded the motion. All approved, motion carried.

Monthly Reports -

Attendance - presented by Donna Motte. Karen Stephensen had a question about hand sanitizer usage in the classroom. This would not replace hand washing but might be helpful to improve health and increase attendance. Emma Dopp stated she appreciates the notes regarding illnesses and symptoms being sent home to all parents.

Waitlist - What does it mean to be on public assistance? Julie Justice explained the eligibility process and priorities of the different categories. It was noted that Ashley Valley has a lot of income-eligible children on the waitlist. Karen asked if we would look at adding another

classroom. Donna Motte explained how data from monthly reports are used to assist the program in making these types of decisions.

USDA - Donna presented a monthly report of USDA. Keri Allred explained the point of service and how we get reimbursed through USDA. Cash in Lieu is what is reimbursed through staff paying for lunches.

Disabilities- presented by Donna Motte. Examples of disabilities are speech, gross motor, and language. The CLASS monthly report was explained and PC received clarification of Emotional Support, Classroom Organization, and Instructional Support compared to the national average.

ASQ - Donna Motte presented a graph of monthly reports. Information is within the 45 days of enrollment through parent participation.

Financial Report:

Jennifer Davis presented the Financial Report including Non-Federal Share (in kind). She explained how in kind is figured into the budget. Emery and Grand counties have low in kind for January and December because we have new staff.

Credit Card Statements were presented with no questions.

Directors Report:

Keri Allred presented the Directors Report and gave an update on paperless in kind - the parent In-Kind Pro App was just released. We will test it this summer and present it next fall to all parents. Keri explained how to enter information that will only have allowable activities, so it will be easier to keep what is allowable contributions. The parents will also be able to use a paper form and upload it if they choose to.

HS grants run on a five-year grant. We are in re-competition status at the end of our five-year grant cycle which is 11/30/19. The grant is expected to be completed in May or June with the help of a grant writer and submitted in August of 2019. Keri expressed it is really reassuring how it works. The program services will not be interrupted.

Heele Eden will be helping with Parent Engagement and continue to remain on the Policy Council.

Marilyn Fuller made a motion to approve the Director Reports and Monthly Reports. Mindy Madsen seconded the motion. All approved, motion carried.

Agenda Items:

A) Self Assessment Process

Self Assessment Process Approval presented by Julie Justice. The process is completed annually to look at what is happening within the program term, looking at strengths and what we need to improve on. We will be doing the assessment process in the next month. DataSay is the tool we are using to compile the data for this year. RUCD will establish assessment teams, including interviews with staff, PC, community members, and Board. The categories include Education, Health, Family and Parent Engagement.

Representatives for Health - Emma Dopp, Marilyn Fuller, Metahna Parker

Representatives for Education - Karen Stephensen, Holly Jensen

Family and Parent Engagement - Nikkole Warman, Mindy Madsen, Kyleigh Morales

A DataSay questionnaire will be sent out by Heele Eden to PC members individually to complete at their convenience.

Kyleigh Morales made a motion to approve the Self Assessment Process as presented, Nikkole Warman seconded the motion. All approved, motion carried.

B) Dr. B joins Policy Council the month of March

Dr. Bergeron Video presented by Heele Eden. Discussion about Homelessness directed to Policy Council Members. More info is available through your Site Manager and Early Childhood Learning & Knowledge Center. Julie Justice acknowledged and expressed appreciation to Site Managers and Family Educators for completing the certification training to support families experiencing homelessness.

Staffing Updates:

No staffing updates

Time and Date of Next Meeting:

Tuesday, April 23, 2019, at 11:00 and Tuesday, May 21, 2019 (tentative) at 11:00 am will be the next Policy Council meetings.

Holly Jensen made a motion to adjourn the March 19, 2019 meeting. Kyleigh Morales seconded the motion. All approved, motion carried.

Other:

Keri Allred asked if anyone was interested in having babysitters for the Policy Council Meeting in our socialization room. Make sure to RSVP for childcare.