

**Policy Council Meeting
April 25th, 2019
Price, Utah**

Policy Council Members in Attendance:

Karen Stephensen, Marilyn Fuller, Shaylee Burke, Angelica Goldtooth, Nikkole Warman, Mindy Madsen

Webex:

Lauren Serawop, Mandee Herbert, Karlee Rasmussen

Staff Members in Attendance:

Heele Eden, Keri Allred, Cindy Winward, Julie Justice, Donna Motte, Heather Odendahl, Jennifer Davis

Welcome:

Karen Stephensen welcomed everyone to the April 25th, 2019, Policy Council meeting.

Ongoing Training:

Self-assessment approval process continued with breakout groups.

Quorum Declaration:

With nine (9) members in attendance, there is a quorum present.

Conflict Declaration

No conflict declared

Agenda:

April 25, 2019, Policy Council Agenda was reviewed.

Marilyn Fuller made a motion to approve April 25, 2019, Policy Council Agenda. Mindy Madden seconded the motion. All approved, motion carried.

Minutes:

March 19, 2019, Policy Council meeting minutes were reviewed.

Nikkole Warman made a motion to approve March 19, 2019, Policy Council meeting minutes. Marilyn Fuller seconded the motion. All approved, motion carried.

Monthly Reports:

- Heele Eden reviewed the monthly newsletter and DOMO reports.
- There was discussion regarding attendance. The program was below 85% attendance for March. The system for documenting reasons for absence has been adjusted to allow for more accuracy in reporting. Illnesses were the highest reason for absences, followed by families out of town.

- Heele Eden and Keri Allred demonstrated how DOMO data works with the fiscal credit card receipts.
- RUCD's annual in-kind goal is \$1.1 million and is on track for this year.
- The financial report was presented and reviewed.

Director's Report:

Keri Allred presented the director's report.

- Julie Justice was acknowledged for her work on updating the website. In March, Keri represented Head Start programs nationwide in an interview recognizing significant contributions of women during Women's History Month. This video can be viewed on the site; the video will be updated periodically with program highlights.
- RUCD won the Bright Spot Award. RUCD was one of ten Head Start programs to receive the award. Part of receiving this award was the opportunity to use the Head Start Language Playbook which is intended to help Head Start advocates to have better, more effective conversations about Head Start's mission with the public. Keri will present this information to the Policy Council in June or August.
- The program received a USDA review with no findings. Heather Odendahl was acknowledged for her role as the Health & Nutrition Specialist in ensuring the program is compliant.
- An internal BCI audit was completed and showed minor corrections need to be made. RUCD came up with great solutions which were accepted and will be implemented. BCI background checks will now be encrypted when stored electronically.
- Keri recently attended training on artificial intelligence in the classroom. RUCD will pilot new technology called Swivel which will be used for coaching and professional development.

Marilyn Fuller made a motion to approve the director's report and monthly reports. Nikkole Warman seconded the motion. All approved, motion carried.

Agenda Items:

A) Cash in Lieu explanation

Heather Odendahl, Health and Nutrition Specialist explained the meaning of cash in lieu and how it's reported on the USDA data. Cash in lieu is 23.5 cents back on every lunch that RUCD claims. The rates are updated annually and are effective from July to June. RUCD uses these funds to purchase food to support the fresh and healthy initiative.

B) School Readiness Approval

Donna Motte, the Education Coordinator, presented the school readiness goals. School readiness goals reflect and measure the (HSELOF) Head Start Early Learning Outcomes Framework, COR Advantage, and the Parent and Family Engagement Framework.

Marilyn Fuller made a motion to approve the school readiness goals. Mindy Madsen seconded the motion. All approved, motion carried.

C) Self-Assessment

Policy Council and staff members participated in breakout sessions. There were three teams made up of PC members and staff. Data was presented from the 2018-2019 year and participants were able to provide input and engage in discussion. Policy Council members gave a summary of each breakout to the group. The self-assessment report will be presented to the Policy Council for approval at the next meeting.

D)Staffing Updates:

Heele Eden reviewed staffing updates.

Time and Date of Next Meeting:

Thursday, May 23, 2019, at 11:00 am at the Carbon County Center


Marilyn Fuller made a motion to adjourn the April 25, 2019 meeting. Lauren Serawop seconded the motion. All approved, motion carried.

Other:

None


Reviewed by:

Parent Engagement Specialist, Heele Eden

Signature: 

Date: 5/7/2019

Comprehensive Services Coordinator, Julie Justice

Signature: 

Date: 5/8/2019

Approved by:

Policy Council/Chairperson, Karen Stephensen

Signature:

Date: