



Policy Council Meeting
May 23, 2019, 11:00 am Price, Utah

Mission Statement

To create an environment of opportunities where Head Start & Early Head Start children and families are empowered to change their lives.

Policy Council Members in Attendance:

Shaylee Burke, Mindy Madsen, Karen Stephensen, Holly Jensen, Marilyn Fuller

Webex:

Lauren Serawop

Staff Members in Attendance:

Cindy Winward, Heele Eden, Keri Allred, Shanel Gray, Julie Justice, and Donna Motte.

Housekeeping

- Cards were made to help the process of Robert's Rules of Order
- The timer will be used to keep track of time.
- Training will now be called Parent Professional Development.
- Staffing updates will no longer be part of Policy Council meetings. Parents will get the updates for their own center through ChildPlus.
- A Sesame Street video was viewed and presented to PC as a follow up on homelessness partnerships. Heele demonstrated the Sesame Street in Communities link that was added to MailChimp.

Welcome:

Karen Stephensen welcomed everyone to the May 23rd, 2019, Policy Council meeting.

Parent Professional Development:

Julie Justice, the Comprehensive Services Coordinator, presented the Policy Council with the Family Outcomes of the 2018-19 school year. The overall average totals were a gain of 1.8, EHS with an average of 1.9 and HS with an average of 2.1. The program will expand resources in the following areas as a result of the data; positive parent-child communication, spending time together as a family and helping children to be appreciative.

Quorum Declaration:

With six(6) members in attendance, there is a quorum present.

Conflict Declaration

No conflict declared.

Agenda:

May 23, 2019, Policy Council Agenda was reviewed.

Marilyn Fuller made a motion to approve May 23, 2019, Policy Council Agenda. Mindy Madden seconded the motion. All approved, motion carried.

Minutes:

April 25th, 2019, Policy Council meeting minutes were reviewed.

Marilyn Fuller made a motion to approve April 25th, 2019, Policy Council meeting minutes. Mindy Madsen seconded the motion. All approved, motion carried.

Monthly Reports:

Monthly Reports were reviewed using DOMO.

Director's Report:

Keri Allred presented the director's report.

- Jennifer Davis, CFO, has resigned; she has agreed to be available for contracted services.
- A potential research project from the University of Utah will focus on environmental health and safety that will include testing of air and soil. Keri has been approached to have RUCD center-based buildings tested. If concerns are identified, funds from the project would be available to help with solutions.
- RUCD is leasing the Carbon County building and is considering purchasing.
- RUCD completed an end of year survey through an app called OfficeVibe. Results were 72% positive, 24% needs improvement and 7-8% neutral. Management will come up with some solutions for next year to address areas of improvement. Two specific areas were highlighted; trust in supervisors was over 80% positive, and staff appreciation was at 90%.
- In order to spend down the current year budget, non-duration classes will start the day after Labor Day and staff will come back a week earlier. RUCD has paid merit pay for the past four years. Rather than continue with merit pay, Keri proposed a possible increase in the pay scale to increase staff wages. This could help keep employee turnover low. Keri will have a proposed pay scale when applicable.

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

Agenda Items:

A) Cognitive Toybox

Shanel Gray, the Education Manager, presented Cognitive Toybox. Cognitive Toybox is a game-based assessment tool. It was piloted in both Price and AV 1. The games align with COR and the Head Start Early Learning Outcomes Framework. Data from the self-assessment showed that parents want additional information to help them to understand where their child is developmental. Cognitive Toy Box will be utilized, along with COR data to meet this need.

Marilyn Fuller made a motion to approve the purchase of Cognitive ToyBox. Holly Jensen seconded the motion. All approved, motion carried.

B) Health Advisory Overview

Marilyn Fuller presented the Health Advisory Minutes

- Health Advisory talked about a tracking system for community partnerships and family referrals. The Health Department can track through their billing.
- Deadlines for Well Baby and dental exams aren't being met. The Health Department is able to get a list from the state for kids on Medicaid. Physical and dental exams are mandatory, the checks are not mandatory for Head Start but are highly recommended.
- Heather Odendahl asked the health advisory committee if we need to keep testing for anemia. They encouraged the program to analyze results for accuracy as a first step in determining whether we should continue.
- Heele Eden asked about hand sanitizer in addition to hand washing. The health advisory stated that many doctor's offices and hospitals use it and he didn't see a problem with it. Hand sanitizer was a follow-up question from the Policy Council.
- Diaper Cream is a rash cream and is not considered a medication. If rash persists more than 3 days parents should get it checked.
- RUCD is looking into WorkPoint for staff physicals. It's hard because RUCD is in different counties. (Karen mentioned doctors coming to the home).
- ACES (Adverse Childhood Experiences) is a questionnaire specific to parents to fill out about how they were raised and how it affects their health long-term. Shanel Gray mentioned our behavior specialist has a list of resources in different areas. They will be presented at the next meeting.
- Health Advisory Meeting minutes are on the RUCD website.

C) COR Outcomes

Shanel Gray, the Education Manager, presented COR Outcomes, from period 1 to period 3. Policy Council was able to ask questions with the information presented.

D)Self Assessment Review

Julie Justice, the Comprehensive Service Coordinator, presented the final report of the Self Assessment.

Strengths and discoveries for education services identified:

- CLASS Observations, Active Supervision, and School Readiness transitions, a partnership agreement with the district to transition into kindergarten. Teachers received a day off with pay after their last day as an incentive for active supervision.
- Education will improve the percentage of 45-day deadlines met for ASQ screeners. It will be presented at registration.

Strengths and discoveries for ERSEA & Family Services Identified:

- A new requirement of monthly face-to-face meetings with community partners has increased staff knowledge of the services offered.
- Certification in supporting families experiencing homelessness is a strength.
- To increase understanding of the role of Policy Council and parent committees, RUCD will provide a brochure to parents at registration which will explain parent engagement opportunities. Staff will receive additional training.
- In order to improve communication and allow parents to get to know the management staff, management staff will schedule regular site visits during parent activities.

- An enrollment team will be established and meet monthly in order to even out the number of children with IEPs or behavior concerns between classrooms.
- The program will purchase an additional parenting curriculum and will continue using ReadyRosie. Staff will receive additional training on more effective ways to present the information.
- The program will implement additional strategies to facilitate parent-to-parent connections.
- RUCD has a pattern of under-enrollment during times of transition. The comprehensive services specialist will implement strategies to enhance recruitment during these months.

Strengths and discoveries for Health & Nutrition Services identified:

- Facilities have increased safety with security doors.
- To better support behavioral and mental health in the home environment, RUCD will utilize a google form online.
- Additional resources will be provided to improve successful health services follow-ups. Parents will continue to receive information on the importance of preventative health.
- A health and safety committee will be formed to gain insight from staff and parents on conditions that impact these topics.

Marilyn Fuller made a motion to approve the Self-Assessment Report, Shaylee Burke seconded the motion. All approved, motion carried.

Time and Date of Next Meeting:

Thursday, June 20, 2019, at 11:00 am at the Carbon County Center.

Holly Jensen made a motion to adjourn the May 23rd, 2019 meeting. Mindy Madsen seconded the motion. All approved, motion carried.

Other:

None

Reviewed by:

Parent Engagement Specialist, Heele Eden

Signature: 

Date: 6/4/2019

Comprehensive Services Coordinator, Julie Justice

Signature: 

Date: 6/11/2019