



RUCD 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:

Rachel Wootton, Alicia Lowman, Tanya Couch, Laci Maughan, Jonathan Clyde, Jayd Jensen

Staff Members in Attendance:

Lauren Aquilino, Shanel Gray, Julie Justice, Misty Valdez

Orientation:

Lauren Aquilino presented the Policy Council orientation to all Policy Council Members. Orientation included an introduction of the management team and specialists, a short history of Head Start and the policy council, policy council bylaws, Head Start Program Performance Standards, and the responsibilities of policy council members. Tanya raised the issue that 11 am might not really work with her schedule. Lauren opened the floor for discussion about a meeting time that works for everyone. Rachel suggested that Lauren sends a poll to the members about times that work best for meeting times.

Election of New Officers and Representatives:

Lauren Aquilino explained the responsibilities of each of the officer and representative positions. She then opened up the floor for nominations. Rachel Wootton nominated herself for the position of policy council chairperson. Lauren Aquilino called for a motion to elect Rachel Wootton as the policy council chairperson. Jonathan Clyde made a motion to elect Rachel as the policy council chairperson. Jayd Jensen seconded the motion. All approved, motion carried.

Jayd Jensen nominated themselves for the position of chairperson-elect. Rachel called for a motion to elect Jayd Jensen as the policy council chairperson-elect. Jonathan made a motion to elect Jayd Jensen. Tanya Couch seconded the motion. All approved, motion carried.

There were no nominations for the secretary position. It will be tabled until the next meeting.

Tanya Couch nominated herself for the position of Utah Head Start Association (UHSA) representative. Rachel called for a motion to elect Tanya as the UHSA representative. Jayd made a motion to elect Tanya. Jonathan seconded the motion. All approved, motion carried.

There were no nominations for the health advisory committee representative.

Lauren Aquilino explained that the chairperson typically serves on the board of directors and asked if Rachel Wootton would be interested in the position. Rachel is willing to serve on the board. Lauren called for a motion to elect Rachel as the board of directors representative. Jonathan Clyde made a motion to elect Rachel. Jayd Jensen seconded the motion. All approved, motion carried.

Welcome:

Rachel welcomed everyone and called the meeting to order.

Quorum Declaration:

Rachel Wootton declared a quorum with six (6) members in attendance.

Conflict Declaration

No conflict was declared.

Agenda:

Julie Justice asked that the agenda be amended to move the agenda item Enrollment Reduction Memorandum presented by Keri Allred to the next meeting.

Rachel Wootton called for a motion to amend the agenda to remove Enrollment Reduction Memorandum to the next meeting. Tanya Couch called for the motion to move the Enrollment Reduction to the next meeting. Jonathan Clyde seconded the motion. All approved, motion carried. Rachel Wootton called for a motion to approve the amended agenda. Jonathan Clyde made a motion to approve the amended agenda. Jayd Jensen seconded the motion. All approved, motion carried.

Minutes:

Misty Valdez shared the October 26th, 2022 policy council minutes in the meeting invitation as read-ahead material. Rachel Wootton called for a motion regarding the October 26th, 2022 minutes. Jonathan Clyde made a motion to approve the minutes. Jayd Jensen seconded the motion. All approved, motion carried

Agenda Items:

UHSA

Shanel Gray gave an overview of what to expect at the UHSA meetings. Shanel opened up the floor for any questions. Tanya asked about the traveling expectation. Shanel explained that it would be possible to arrange a carpool if staff members from her area travel to the meeting. Shanel also shared that she can reach out to Lauren about any questions.

HAC

Lauren Aquilino shared that the HAC meets twice a year, but there was no meeting in October so there is no update to report.

Monthly Reports

Misty Valdez shared the monthly reports in the meeting invitation as read-ahead material. Julie Justice gave a brief overview of what the policy council should expect when looking over the monthly reports. Shanel Gray shared the education and disabilities monthly reports. Julie shared the enrollment reports. Rachel asked about some items on the credit card statements. The first item was the Youtube premium subscription. Shanel explained that the classrooms subscribe so

that there are no commercials in the videos. The second item was about an expense called moxie. Shanel explained that the manager traveled in November and Moxie was the name of the hotel. The third item was a Zoom Meet subscription. Julie explained that RUCD subscribes to Zoom to use when they have to record the meeting or go over the 40 minutes allowed with the free version.

Rachel Wootton called for a motion to approve the monthly reports. Jonathan Clyde made a motion to approve the monthly reports. Tanya Couch seconded the motion. All approved, motion carried.

Rachel Wootton called for a motion to adjourn the meeting. Tanya Couch made a motion to adjourn the policy council meeting. Jayd Jensen seconded the motion. All approved, motion carried.

Meeting adjourned.