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### **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, Tanya Couch, Jonathan Clyde, Serenity Berg

#### **Staff Members in Attendance:**

Lauren Aquilino, Shelley Jolley, Julie Justice, Misty Valdez

#### **Welcome:**

Rachel welcomed everyone and called the meeting to order.

#### **Quorum Declaration:**

Rachel Wootton declared a quorum with four (4) members in attendance.

#### **Conflict Declaration**

Rachel Wootton explained conflict declarations with the new members in attendance. No conflict was declared.

#### **Agenda:**

Rachel Wootton called for a motion to approve the agenda. Jonathan Clyde made a motion to approve the agenda. Serenity Berg seconded the motion. All approved, motion carried.

#### **Minutes:**

Lauren Aquilino shared the March 22, 2023 policy council minutes in the meeting invitation as read-ahead material. Rachel Wootton called for a motion to approve the March minutes. Jonathan Clyde moved to approve the March minutes. Serenity Berg seconded the motion. All approved, motion carried. All approved, motion carried.

#### **Agenda Items:**

##### **Monthly Reports**

Lauren Aquilino shared the May monthly reports in the meeting invitation as read-ahead material. Rachel Wootton called for a motion to approve the May reports. Jonathan Clyde made a motion to approve. Serenity Berg seconded the motion. All approved, motion carried.

### **Parent Gauge Data Review**

Lauren Aquilino shared the data from the Parent Gauge interviews. The program overall had high scores with a few outliers. Parent feedback suggested that RUCD did not have a strong impact on families' discipline strategies. The data also suggests that parents don't feel connected to other parents and families. Lauren wants to use the data to make sure parents are aware of opportunities to engage with other parents. Rachel Wootton asked how RUCD uses the data; if it is compared to past years? Lauren explained that RUCD looks at the data and analyzes the scores that are lower to focus on improvement plans in those areas.

### **Information Memorandum (IM)- The Role of Head Start Programs in Addressing Lead in Water**

Lauren Aquilino shared the IM as read-ahead material. The lead levels were tested at all the water sources at all of the sites. The only site that was found to have high lead concentrations was in the Sevier Early Head Start men's restroom. Laurent explained that the Sevier Early Head Start is located in a shared building. The program made the building owners aware of the high lead levels and a sign has been put up to tell people not to drink the water. All other sites had safe lead levels.

### **Five Year Goals update**

Julie Justice shared the first two goals. The first goal is to embrace technology as a means to increase efficiency and drive program improvement. RUCD utilized Facebook Workplace to connect with staff and give staff shoutouts. The shoutouts are used to give staff recognition. Facebook Workplace was also used to provide more staff training through shared videos. Data visualizations were shared with staff to show file compliance. Staff increased compliance from the beginning of the year to the end of the year. Management also used data tours to share with staff how the program as a whole was working. The second goal is to increase health outcomes. The first objective is to increase the amount of information about preventative healthcare shared with parents. The second objective is to increase family engagement in preventative healthcare. The program encourages families to participate in celebrity chef. The number of participants was low due to parent availability. The final objective was to increase community involvement to engage children in physical activity. The classrooms utilize volunteers to engage the children. The council did not have any questions.

### **Self-Assessment and Improvement Plan update**

Julie Justice provided an overview of the self-assessment. The self-assessment had a large array of staff members and community members. One of the main themes of the self-assessment was the need for more staff training and using staff as mentors for new employees. The program is also looking at the sign-in/sign-out sheet and ensuring that there is proper documentation of the parents that come to pick up their children. Another topic that was discussed in the self-assessment was the need to change the management model away from a single site manager for all the staff to a model of content area managers. The council did not have any questions.

### **Disabilities, education screenings, and child outcomes data**

Shelley Jolley gave a review of the full year education data. Shelley explained the transition data and workflow. The transition plan helps children prepare to move to kindergarten in the next school year. Shelley explained that some school districts don't allow school tours for the transitioning children so the school visit data point is lower in those counties.

### **Ratification of Approvals**

Rachel Wootton called for a motion to ratify the March and April monthly reports. Jonathan Clyde moved to ratify the monthly reports. Serenity Berg seconded the motion. All approved, motion carried.

Rachel Wootton called for a motion to ratify the COLA/CQI application. Jonathan Clyde made a motion to ratify the COLA/CQI application. Serenity Berg seconded the motion. All approved, motion carried.

Rachel Wootton called for a motion to ratify the COVID & ARP funds extension. Jonathan Clyde made a motion to ratify the COVID & ARP funds extension. Serenity Berg seconded the motion. All approved, motion carried.

The next meeting is scheduled for August 23rd.

Rachel Wootton called for a motion to adjourn the meeting. Jonathan Clyde called for a motion. Michelle Heilesen seconded the motion. All approved, motion carried.

Meeting adjourned.