

PALO ALTO & KOSSUTH COUNTIES



COMMUNITY EMPOWERMENT

PAK Empowerment Board Meeting Minutes January 28, 2008 At First United Methodist Church in Algona

Mission:

- * Provide developmentally appropriate learning experiences for all children age's birth to five.
- * Provide training support to parents and other caregiver of the birth to five populations.
- * Prepare children age birth to five with the skills needed to learn to be ready to take advantage of educational opportunities and learn to the best of their ability.

Voting Members Present

Dini Anderson
Roberta Anderson
Nancy Clark
Ted Erb
Arlet Johnson
Dixie Meyer
Mike Orthel
Ellen Picray
Jack Plathe
Blair Redenius
Erv Rowlands
Marc Singer
Linda Tienter

Voting Members Absent

Barb Grandstaff*
Sara Stevens
Billie Wille*
Keith Wirtz*

Others Present (non-voting)

Paige Hollinger
Betsy Moritz
Ashley Zak

*recorded absence

The meeting was called to order at 1:15 p.m. at The First United Methodist Church in Algona

Administrative Items

- A. The minutes** from the November 26th board meeting were read. Jack Plathe made a motion to approve the minutes. Marc Singer seconded the motion and the motion passed.
- B. Budget and monthly expenditure sheets** – Paige asked the board to correct the date at the top of the TANF budget. Erv Rowlands asked about the need to re-adjust funds at this time. Paige shared that we are required to keep funding in

- specific categories and although we may have some programs that may have carryover, we cannot transfer funds. Programs may adjust their own budgets as long as they do not go over their originally allocated amount. Erv Rowlands made a motion to approve the budget and expenditure sheets. Ellen Picray seconded the motion and the motion passed.
- C. Letter from Iowa Empowerment Board**– Paige provided copies of the letter from the Iowa Empowerment Board. The letter addressed fiscal accountability and their review of local annual reports. The letter shared that many areas had errors in their reports. Paige shared that she had called the state team and after assessment so far, our area does not have any errors.
- D. Early Learning Standards – Teacher Reimbursement** -Paige read a letter from Sara Curtis asking for approval to pay a stipend to 3 people who participated in the Early Learning Standards class. They are not teachers or assistant teachers so they did not fit in to our original proposal. Ted Erb made a motion to approve the stipends with the request to provide clarification on future applications as to why they are attending. Linda Tienter seconded the motion and the motion passed.
- E. Fabulous Feb. Training for Childcare Providers** – Paige shared about the training for childcare providers put on by Iowa Lakes Community College. She shared that the funding we have in professional development must be spent this year and can only be spent in collaboration with Iowa Lakes or AEA. Dixie Meyer made a motion to approve spending the allotted professional development dollars to pay the cost for childcare providers to attend the training. Arlet Johnson seconded the motion and the motion passed.
- F. Committee to oversee mini-grants** – Paige asked for volunteers to be on the committee to review mini-grants and bring a proposal to the board. The committee could oversee both the childcare and the preschool mini-grants. Erv Rowlands volunteered to review childcare mini-grants. Other volunteers included Arlet Johnson, Roberta Anderson, Ellen Picray (if available), Nancy Clark, and Linda Tiener (preschool).
- G. Personnel Committee Growth Plan** – Marc Singer shared a copy of the proposed growth plan that included the revisions suggested by the personnel committee. Paige shared that she thought it was still possible to implement the plan this year. Ellen Picray made a motion to approve the growth plan. Nancy Clark seconded the motion and the motion passed.
- H. Tuition Assistance Report** – Paige reported that we have had many new applicants the past couple months. She asked the board to advise on how to handle those families that still haven't turned in the child development inventory. The board discussed the advantages and disadvantages of cutting funding to those families and concluded that while we would still continue to make attempts at collecting the information, it would not be in the child's best interest to cut them from preschool services.
- I. Tuition Assistance Application** – Paige shared a copy of the tuition assistance application with proposed changes. Paige proposed adding a request for address and phone number to the application form. This will enable her to send out a letter to families this summer notifying them as to whether they received assistance. Although we would still primarily go through the preschool for parent contact, it would enable Paige to make contact directly to the family when needed. A question came as to the need for a privacy statement. It was suggested for Paige to research the wording on hot lunch funding request forms from local school districts.

- J. 4 yr. old voluntary preschool report** – Paige reported that she has been working with local school districts to help them with their collaboration plan. Paige encouraged board members to attend local community meetings when possible. Paige will e-mail the board notification of these community meetings.
- K. Coordinator training** – Paige reported that the state Empowerment team will be providing trainings for coordinators this spring. (4 – one day trainings) The state is providing them with funding they received last year for professional development.
- L. Empowerment Program Promotion** – The board discussed various ways to promote Empowerment in our communities. Some ideas generated were to provide brochures to local Chambers in their welcome packets, PTO and PIE newsletters, school newsletters, newspaper articles, and service programs. Paige also suggested purchasing notepads with our logo, information and parenting tips. These could be passed out by our various programs and by local agencies.
- M. Tool Kit** – Paige shared that she updated the tool kit from the web. Board members are encouraged to view the tool kit on the web or to sign up if they would like a paper version on the most updated toolkit.
- N. Board Retreat** – The board was asked for ideas as to items they would like to cover at the board retreat. Paige suggested that we would start with lunch, a game and a power point presentation. Other areas to cover included reviewing the redesignation survey, and reviewing outcomes and making connections to indicators and programs.
- O. Insurance** – Paige reported that she asked the AEA about coverage for PAK property. The AEA said that our property is covered under their insurance.

II. Developmentally Appropriate Learning Experiences

- A. Loving Hands Report** – Ashley Zak reported on Loving Hands. She shared outcomes with the board. Loving Hands cares for children 2 weeks through 5 yrs. They meet 3 days/week (9-11:30 M,T and Th) and have 29 families enrolled. A goal for next year is to put in place a more formal assessment system for the children. They have also been working with Kristin and have gone over the Early Childhood Environmental Rating Scale. This has helped them to see their areas of strength and weakness with a goal of making the weaker areas stronger.
- B. Play-dough Days** – Paige shared that play dough days are scheduled for Feb. 16th at 10:00 in Algona and March 8th at 10:00 in Emmetsburg.

III. Open discussion

Ellen Picray made a motion to adjourn, Jack Plathe seconded the motion and the motion passed.

The next board meeting is set for February 25th at 11:30 (board retreat) 1:15 (board meeting) at Iowa Lakes Community College rm. 817 in Emmetsburg

State Empowerment Web Site www.empowerment.state.ia.us

PAK Empowerment Web Site www.pakempowerment.com

