



**COMMUNITY
EMPOWERMENT**

*PAK Empowerment Board Meeting Minutes
January 26th, 2009
At AEA 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.

<u>Voting Members Present</u>	<u>Voting Members Absent</u>	<u>Others Present (non-voting)</u>
Dini Anderson	Roberta Anderson*	Sara Curtis
Nancy Clark	Donna Bonnstetter	Paige Hollinger
Jon Dunbar	Keith Buckridge *	Lynn Beisch
Ted Erb	Dixie Meyer	Dianne Casto
Barb Grandstaff	Jack Plathe*	Margaret McNally
Arlet Johnson	Keith Wirtz*	
Ellen Picray		
Erv Rowlands		
Marc Singer		
Linda Tienter		
Billie Wille		

*recorded absence

The meeting was called to order at 1:15 p.m. at AEA in Algona

I. Administrative Items

- A. Introductions-** The board introduced themselves to guests and newer board members.
- B. Approve Minutes from Nov. 24th Meeting** – Ted Erb made a motion to approve the minutes. Marc Singer seconded the motion and the motion passed.
- C. Distribute budget and monthly expenditure sheets** – Paige shared the monthly budget and expenditure sheets. She shared that we have spent almost 40% of our budget for the 1/2yr. point and a large part of our budget is expected to be paid in the spring. We are on track for being within range for allotted carryover. Erv

Rowlands made a motion to approve the monthly budget and expenditure sheets. Billie Wille seconded the motion and the motion passed.

- D. Finance Committee Report** – Erv reported for the finance committee. Keith Wirtz, Jack Plathe and Erv Rowlands met to go over board finances. The committee looked over the budget to assess the impact funding cuts would make. They discussed and tried to find areas in the budget that could sustain future cuts.
- E. Budget Cuts** – Paige passed around a spread sheet with the exact dollar amounts that Empowerment funding will be reduced by so far. The finance committee recommended that the cuts be taken from the Growing Together home visitation part of the budget. It was an area we had expanded on this year, but due to time constraints and other responsibilities put on preschools we have not found any preschools interested in doing home visits. Barb Grandstaff made a motion to approve change in School Ready budget to reflect budget cuts. Nancy Clark seconded the motion and the motion passed.
- F. Annual Report Review** – Arlet Johnson reported that she, Ellen Picray and Paige Hollinger met with a member from the state team to review our annual report. Paige shared copies of the state summary with the board. Arlet reported that the overall report seemed pretty favorable. Ellen Picray reported that although the state made some suggestions on things we could change, there was nothing we had to change at this time. Marc Singer made a comment from the summary about time lines and the need for commenting on why we feel there is an increase/decrease in our outcomes. Paige shared that we will have to add additional comments in this section and the board will have to discuss more specific timelines for achieving goals. Erv Rowlands shared that he lives outside the Empowerment Area although he represents a school district within the area. Paige said she will check with the state on this.
- G. Growth Plan Update** – Marc Singer reported on the progress employees are making on growth plans. He shared that employees are making good progress and growth plans should be wrapped up by the end of the yr.
- H. Policy Procedure Committee Report** – Barb Grandstaff, Dini Anderson, Ted Erb and Paige Hollinger met for the Policy Procedure Committee. Barb Grandstaff reported that the committee went over the by-laws one by one to align them with state requirements. Ellen Picray had made notes on by-laws and to the differences between PAK by-laws and the state template prior to the meeting. Paige shared that she sent the revised by-laws suggested by the committee to the state technical assistance team for review. The committee will meet again this month to look over the state team suggestions and put together a revised by-law copy to present to the board at the Feb. meeting.
- I. Statewide Voluntary Preschool update** – Paige shared that she has been working with school districts to help them with the collaboration process needed for statewide funding. Paige shared that she felt the school districts applying have been working to include all the partners and she would suggest Empowerment supporting them in applying. Ellen Picray shared that she has been attending community meetings and hadn't realized how complicated the process of forming a collaborative plan is. Ellen Picray made a motion to support school districts in applying for funding. Barb Grandstaff seconded the motion and the motion passed. Erv Rowlands, Marc Singer and Linda Tienter abstained from voting.
- J. CDA and QPPS application and clarification for funds** -Paige shared a copy of the applications for funds. Paige presented a request from a school district to pay for para educator time as the class was during off time. The board did not approve

paying for time. They held to previous decision of paying up to \$600 for class, materials or substitutes for CDA or EC para training.

- K. Tuition Assistance update and request** – Paige asked for clarification on providing tuition cost for a child. The child is currently on an IEP and being provided an aid by the school district, but the district is not providing tuition to the private school. The board discussed what would be considered duplication of funding. The board also discussed the lack of available funding in tuition assistance with pending budget cuts. The board wanted to research IEP funding and develop a written policy prior to next year. Billie Wille made a motion to deny request based on funding this year and to address IEP funding issue prior to next school year. Ellen Picray seconded the motion and the motion passed.
- L. Love and Logic Request** - Sara Curtis reported that Love and Logic is a parent ed. curriculum that is being requested by a couple preschools. Paige shared that she talked with the state and they said we could do it within the Growing Together plan. The board expressed concern that we make sure it is research based. Sara will work to possibly provide a few locations within the Growing Together plan and within current budget. The board also shared ideas as to other research based one time parent education that could possibly be used in the future. Erv Rowlands and Marc Singer shared positively about APL associates. This can be looked into for future years.
- M. Board Retreat** –Paige shared that the board retreat is set for 12:00 on Feb. 23rd prior to the board meeting. Paige shared that she had talked to the state team and asked for some technical support toward redesignation. They will meet and let her know if they will be able to attend the retreat. Ellen Picray suggested seeing if they could meet by conference call if they couldn't meet in person. Paige asked for input as to what the board would like for technical support.

II. Program Reports –

- A. Preschool Support/QPPS Report** – Sara Curtis shared her report. 16 schools are participating in QPPS. They are working on portfolios and will be scheduling evaluation visits in March or April. PAK is contracting with AEA for evaluation visits. Once school completes evaluation and has developed a quality improvement plan, they qualify to receive quality preschool support funding. Sara had board take a quiz to better their knowledge of QPPS standards.
- B. Loving Hands Nursery Report** – Due to a death in the family, Mandy Redenius did not report for Loving Hands today.
- C. Open Discussion-**
- Marc Singer shared a thank you note from Kristen for the gift certificate given by the board while her daughter was injured.

Ellen Picray made a motion to adjourn, Marc Singer seconded the motion and the motion passed.

III. Next Meeting - The next board meeting is set for Feb 23rd at 12:00 board retreat and 1:15 board meeting at ILCC in Emmetsburg

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

PAK Empowerment Web Site www.pakempowerment.com

