Minutes of the Advisory Council Meeting  
May 15, 2020, 11 am – 11:45 am

Present: Beth Oppenheimer as Chair, Karen Quist, Martin Balben, Hailey Michalk, Cindy Brock, Claudia Washakie, Ericka Rupp, Evelyn Johnson, Jennifer Snow, Katherine Himes, Katherine Humphrey, Kelsey Hofacer, Kurt Liebich, Marilyn Whitney, Mary Gauthier, Melissa Crist, Omair Shamim, Roger Sherman, Ron Pisaneschi, Sen. Janie Ward-Engelking, Shannon Dunstan, Staci Shaw, Sue Smith, Teresa Wood-Adams, Wendy Johnson, and Laurie Demko, as minute taker. Also attending were Crystal Callahan and Gina Whitney.

The purposes for the meeting are to review the CLASS Training Proposal (Activity 5) and review the WSU Family Survey.

PDG B5 Activity 5  
Karen reviewed Activity 5, the CLASS Pre-K Assessment training, which was written into the grant proposal. This tool looks at adult/child interactions to improve social/emotional support in early childhood programs. The costs are set forth in the synoptic summary provided to the Council members. The federal team gave permission to move forward with this Activity rather than waiting for the end of the grant year. The one-page outline illustrates the Idaho STARS scope of work for Activity 5 in collaboration with Head Start.

PDG B5 Family Survey  
Karen provided a copy of the draft WSU Family Survey and invitation (communication) document. Several ECAC members mentioned making sure that families understand the survey as to content and readability level. Also of concern, was having the survey translated into Spanish or the possibility of placing a notation in the introduction indicating a Spanish version was available by contacting XYZ.

Karen noted that these questions are in the review process by the WSU IRB and only minor wordsmithing to these questions could be made. It was noted that there was a typo in the word “training” in Question 7 that needed correction. The group also discussed the content of Questions 8 and 11.

Action Items for Karen:
1. Review comments/feedback sent by committee members related to readability (grade level).
2. Check with WSU on either removing paragraph 4 in the detailed letter or moving it from the main body of the letter to the end with an asterisk notation – or possibly having English on one side of the document and Spanish on the other side.
3. Check on how long the survey will be open once it is distributed in June.
4. The feasibility of a Spanish paper version.

The meeting adjourned at approximately 11:45 am.

Respectfully submitted,

Laurie Demko  
Executive Assistant, Idaho AEYC