Head Start of Washington County

Policy Council Meeting Minutes

Date: December 9, 2024

<u>Council Members Present</u>: Aleasa Price, Alex Alcon, Mariah Ford, Markia DiPietro, Cassandra Siegelstein, Shirley Thorne, Tamara Lloyd Owens, & Elizabeth Howe

Council Members Absent: N/A

HSWC Staff Present: Vicki Robinson, Alicia Carter, Erica Parrotte, Laura Harbaugh, & Linda Blontz

Subject	Discussion	Action
Call to Order	The meeting was called to order at 6:01pm.	
<u>Roll Call/Quorum</u> <u>Review of Minutes</u>	Alicia took roll call. A quorum was met. The minutes for November were reviewed.	Motion to approve November minutes made by Alex. Seconded by
		Mariah. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u>	The November Treasurer's Report was reviewed.	Motion to approve November Treasurer's Report made by Markia.
<u>Director's Update</u> <u>Monthly Report</u>	This was through the end of October. We remain fully enrolled and our over-income numbers have not changed. Drop and withdrawal numbers are normal. The waitlist is stable. Homeless numbers did go up due to growing connections with families through October FA home visits. Referrals	Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
	included Salvation Army and similar holiday resource agencies. Attendance was excellent. Home Based visits are going well. Volunteer Hours have greatly increased due to ongoing efforts of staff and parents.	Motion to approve Monthly Report made by Shirley. Seconded by Markia. No discussion. All in favor. None opposed. Motion passed.
<u>Finance Report</u>	This report is through the end of October. Normal expenses for the month. We are closing the In-Kind gap but have submitted the waiver request as we do not expect to make it to our total by January. The Memorial Blvd. HVAC request has also been submitted for approval.	Motion to approve Finance Report made by Tamara. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

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Head Start Happenings	Alicia went over the upcoming Head Start	
	Happenings.	
	- 12/16 – BOD Meeting	
	- 12/18 – PBIS Meeting 9:30am-11am	
	- 12/20-1/2 – All Centers Closed	
New Business		
	Laura H (Director of Education) discussed	
Curriculum/Assessment	some of our core educational information.	
<u>Tool</u>	Head Start Performance Standards require	
	us to implement a developmentally	
	appropriate, researched-based curriculum.	
	EHS uses Creative Curriculum, which is	
	approved though MSDE and aligns to our	
	assessment tool, GOLD & ELOF. HS uses	
	Children Study Their World and Children	
	Explore Their World. They are MSDE	
	created curriculums and they align to MD	
	standards and ELOF. HB uses Parent as	
	Teachers. We assess children with	
	standardized & structured assessments that	
	are observational. We then analyze the data	
	and share it with parents. We collect this	
	data three times per year. EHS uses	
	Teaching Strategies GOLD as an assessment	
	tool and HS uses the Early Learning	
	Assessment, developed by Johns Hopkins for	
	MSDE. This is the final year for this tool as	
	a new one is being created. Finally, Laura	
	reviewed the current School Readiness Plan.	
	This working document shows what we do	
	all year to reach our educational goals. It	
	shows the goals as well as the benchmarks	
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	and strategies to meet those goals.	
Old Business	Vicki presented a summary of our 23-24	
<u>PIR Data</u>		
	Program Information Report (PIR). Every	
	HS across the country is required complete	
	this every August. Information in the report	
	included: attendance, homelessness,	
	diagnosed disabilities, & health information.	
Personnel Update		
	Linda gave the personnel update.	
	- Resignation –1 Shriver Classroom/Bus Aide	
	- Internal Hire –1 Shriver TA	
	- External New Hires – 1 MLK Kitchen	
	Assistant & 1 MLK EHS Teacher	
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Next Meeting	January 13, 2024 at 5:30pm at Shriver	
Meeting Adjourned	The meeting was adjourned at 6:39pm.	Meeting adjourned. No motion.
	Documents Provided:	
	Agenda December 9, 2024	
	111824 Policy Council Minutes	
	PC Treasury December 09, 2024	
	HSWC 24-25 Monthly Report – 10-24	
	2023-2024 PIR Summary	
	Curr & Assess, SR Goals & Plan 24-25	
	SR Goals and Action Plan 24-25	
	Oct 24 HS and EHS Combined Budget - PC	