# Head Start of Washington County Policy Council Meeting Minutes

Date: February 10, 2025

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

**Council Members Absent:** Shirley Thorne

**HSWC Staff Present:** Vicki Robinson, Alicia Carter, Erica Parrotte, Laura Harbaugh, Linda Blontz, & Rosie Pascual (visitor from BOD)

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 5:57pm.	
Roll Call/Quorum	Alicia welcomed all and took roll while they introduced themselves. A quorum was met.	Motion to approve December & January
Review of Minutes	December and January minutes were reviewed.	minutes made by Tamara. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u> Director's Update	The December & January Treasurer's Reports were reviewed.	Motion to approve December & January Treasurer Reports made by Cassandra. Seconded
Monthly Report	Vicki shared the Monthly Report through the end of December. We were fully enrolled. Over-income remained the same. There were only two drops, one in HS and one is EHS. The WL continued to grow. Homeless	by Elizabeth. No discussion. All in favor. None opposed. Motion passed.
	numbers remain high. Attendance was down due to illness. HB visits were on track. Volunteer Hours were down just a little due to the holiday but still much higher than this time last program year.	Motion to approve the Monthly Report made by Markia. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<u>Finance Report</u>	This report was through the end of December. Our Grant Year ended January 31st. We were down to 13% of the budget remaining in December. There was not a lot of end of year spending this year.	Motion to approve the Finance Report made by Elizabeth. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.

#### **Head Start Happenings**

Alicia reviewed Head Start Happenings.

- 2/17 Closed MLK, Jr. Day
- 2/19 PBIS 9:30am-11am
- 2/24 BOD Meeting
- 3/5 Mental Health Mtg 8am-9am

# New Business Update on Full Enrollment Initiative (FEI)

Vicki explained the FEI and how we got involved waiting on our Change in Scope to be approved, in January of 2024. Once under-enrolled, the agency is given 12 months to "fix" and become fully enrolled. That time has now passed and we have been fully enrolled ever since. We are monitored for 6 months and then it will end.

## Head Start's 60<sup>th</sup> Birthday

October is HS Awareness Month but this year is the Head Start program's 60<sup>th</sup> birthday so it will be celebrated throughout the entire year. Each program nominated a staff member as a "Birthday Ambassador". Our IT person, Diane Graham is ours. She will attend the next PC meeting to explain more about this initiative, including the digital birthday card that OHS has set for 1 million signatures.

### **Head Start Nationally**

Vicki touched on the federal government and how recent events have impacted the program. This included the recent difficulties with the payment management system that provides the funding for operations. Programs across the country had difficulty accessing funds. However, fortunately, HSWC was only impacted for about 24 hours before our systems were back. More to come on these types of topics as budgets are passed. There is a possibility of some cuts this year.

#### **PBIS**

Laura spoke briefly spoke about PBIS – Positive Behaviors Interventions and Support. This is our program-wide initiative to try to help children with challenging behaviors. Staff have been trained and we have strategies used in classrooms. You may also hear it called the "pyramid model".

Personnel Update	Our Agency Expectations are: Be Kind, Be Safe, & Be Positive. We use 5-to-1 Deposits in the classrooms. Five positive things to one negative thing/directive. Routines are important in classrooms as well. PBIS is an ongoing process and we do have a PBIS Team that meets monthly to assess ongoing implementation, what's working, what needs work, etc. Parents are always welcome to join this team.  Linda gave the personnel update.  - New Hires – 1 PY/FY Classroom Aide, 1 Substitute  - Interviews & Observations – 1 Shriver Classroom Resource Assistant, 1 MLK TA Linda also explained observation process.		
Old Business	None		
Next Meeting	March 10, 2024 at 5:30pm at Shriver		
Meeting Adjourned	The meeting was adjourned at 6:50pm.	Meeting adjourned. motion	No
	Documents Provided:		
	Agenda February 10, 2025		
	011325 Policy Council Minutes		
	PC Treasury February 10, 2025		
	HSWC 24-25 Monthly Report – 12-24		
	Dec 24 HS and EHS Combined Budget – PC PBIS 02 25		