

Head Start of Washington County Policy Council Meeting Minutes

Date: February 10, 2025

Council Members Present: 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.	
<u>Roll Call/Quorum</u>	Alicia welcomed all and took roll while they introduced themselves. A quorum was met.	Motion to approve December & January minutes made by Tamara. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.
<u>Review of Minutes</u>	December and January minutes were reviewed.	
<u>Treasurer's Report</u>	The December & January Treasurer's Reports were reviewed.	
<u>Director's Update</u> <u>Monthly Report</u>	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 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 December & January Treasurer Reports made by Cassandra. Seconded by Elizabeth. 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 31 st . 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 Monthly Report made by Markia. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
		Motion to approve the Finance Report made by Elizabeth. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.

<p><u>Personnel Update</u></p> <p><u>Old Business</u></p> <p><u>Next Meeting</u></p> <p><u>Meeting Adjourned</u></p>	<p>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.</p> <p>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.</p> <p>None</p> <p>March 10, 2024 at 5:30pm at Shriver</p> <p>The meeting was adjourned at 6:50pm.</p> <p>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</p>	<p>Meeting adjourned. No motion</p>
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