Head Start of Washington County

Policy Council Meeting Minutes

Date: November 18, 2024

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

Council Members Absent: Jasmin Moore-Mason, Markia DiPietro, Shirley Thorne, & Tamara Lloyd Owens

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

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:57pm.	
Roll Call/Quorum	Alicia took roll call. A quorum was met.	Motion to approve
<u>Review of Minutes</u>	The minutes for October were reviewed. Change Roll Call to Alicia instead of Tamara.	October minutes with one change made by Alex. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u> Director's Update	The October Treasurer's Report was reviewed.	Motion to approve October Treasurer's Report made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.
Monthly Reports	This was through the end of September. We are fully enrolled. Drops were due to moving out of the area and Pre-K. The Wait List continues to grow. Homeless numbers were stable. Attendance was good across all centers in September, hitting our 85% mark. Home Base visits were consistent. We are transporting 154 children per day.	Motion to approve Monthly Report made by Elizabeth. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed. Motion to approve
Finance Report	This report is through the end of September. It was a normal month. In-Kind is at 55%. We have about 4 months left of our grant cycle and will need to ask about an In-Kind Waiver. Will discuss later in the meeting.	Finance Report made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.

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Head Start Happenings	Alicia went over the upcoming Head Start	
	Happenings.	
	- 11/20 – PBIS 9:30a-11a	
	- 11/21 – Bee Thankful Event 4:30p-6:30p	
	- 11/25 – BOD Meeting 12p-2p	
	- 11/27 – Closed to all students except Elgin	
	- 11/28 & 11/29 – Agency Closed	
	- 12/3 – Health/Mental Health Services	
	Advisory Committee Meeting 10a-11a	
New Business		
Community Assessment	We do a full community assessment every	
Update	five years (due in 2025). This is the annual	
	update and includes items such as	
	•	
	demographics, population, number of	
	families living in poverty, etc. We are seeing	
	a growing number of refugees applying.	
	The unemployment rate is down a little but	
	homelessness has increased slightly. Opioid	
	overdoses and obesity are also tracked.	
DID Data Breessted		
PIR Data Presented	This was tabled until next month.	
MH Services	Kaprice (Behavior Health Manager)	
<u></u>	explained mental health services and our	
	PBIS initiative. PBIS has a table at all HSWC	
	events as well as Bulletin Boards and	
	newsletter articles for both staff and	
	families. We also have a Mental Health	
	Consultant that has partnered with us for	
	20+ years. Staff took de-escalation training	
	this year and a Crisis Management	
	Procedure is being written. We work to	
	support our staff, children, and families.	
Self-Assessment	Erica had a few updates regarding Self-	
	Assessment. It is required in the	
Review	•	
	Performance Standards, but also helps us	
	maintain a quality program. We look at all	
	services areas. Every grant cycle has a new	
	set of goals. This is the last year of our	
	current five-year grant. We have an annual	
	self-assessment meeting in June during	
	Leadership Planning Days. Some	
	achievements this year include: Change in	
	Scope, AEDs at each site/training, quality	

	improvement initiatives, increased attendance, PBIS, & staff wellness.	
<u>Advisory Committee</u>	There are three advisory committees: Health/Nutrition, Mental Health, & School Readiness Ed. Advisory. Alicia distributed a document describing each committee and encouraged PC participation.	
In-Kind waiver Request	Vicki explained the process for requesting a non-Federal share waiver and discussed the reasons why HSWC will not meet it's required amount for in-kind for this fiscal year. The amount of In-Kind dollars we need continues to grow each year but our means of earning them does not grow at the same rate. Volunteer hours from families have been a big focus for us over the past year and we are beginning to see an impact with increasing monthly totals. However, the Office of Childcare continues to make volunteering in classrooms very difficult for parents and since our Change in Scope last program year, we reduced our slots so there are about 100 less families to submit in-kind hours. Finally, we have also seen a reduction in our fair market rent values that we are able to count for the space owned by community partners. All of these reasons lead us to an overall shortfall of about 16%.	Motion to approve In-Kind Waiver as presented made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.
<u>Staff PTO Payout</u>	Our policies state that we will pay unused PTO for staff at the end of the fiscal year at a rate of 80%. The finance office reviewed remaining funds as well as remaining staff leave time and Vicki requested that staff be paid 100% of remaining PTO. We have done this for many years. It is a way we can compensate staff as many are unable to use all of their leave time.	Motion to approve Staff PTO Payout as presented made by Cassandra. Seconded by Alex. No discussion. All in favor. None opposed. Motion passed.
<u>Budget Modification</u> <u>Request – Memorial</u> <u>Blvd. HVAC</u>	Anytime we have a new expense (not a repair) that exceeds \$10K, we need approval by BOD, PC, & the Regional Office before making the purchase. The Memorial Blvd. HVAC unit is on the verge of breakdown.	

	We have been advised that a repair is not	Motion to approve Budget Modification to include
	possible so we received 3 bids for replacement of the unit, all over \$10K. The	Memorial Blvd. HVAC as
	lowest came in at \$10,450. There is money	presented made by
	remaining in our budget for this purchase,	Elizabeth. Seconded by
	we just need the proper approvals.	Cassandra. No discussion. All in favor. None
Old Business School Readiness	This was tabled from last month. Laura	opposed. Motion passed.
Report/Goals	reviewed the school readiness report from	
	last program year, including the number of	
	children transitioned to Kindergarten and the	
	number with a diagnosed disability. She also	
	explained that MSDE is in the process of creating a new assessment tool to begin	
	next school year as they now agree the	
	previous tool was not showing data in the	
	best way. Laura briefly discussed our 3 and	
	4-year old data. Our assessments	
	consistently show us that the Summer Sessions are beneficial for children. We also	
	met or exceeded the quality threshold in all	
	areas of our CLASS Review last year.	
Personnel Update	Linda gave the personnel update.	
	- Resignation – 1 Shriver TA & 1 MLK	
	Kitchen Assistant (both for December) - Internal Hires – Shriver EHS Teacher to FA	
	& MLK EHS Teacher to Shriver EHS Teacher	
	- Open Positions – 1 MLK EHS Teacher, 1	
	MLK Kitchen Assistant, & 1 Shriver TA	
	- Interviews scheduled for the week of 12/2.	
<u>Next Meeting</u>	December 9, 2024 at 5:30pm at Shriver	
Meeting Adjourned	The meeting was adjourned at 6:56pm.	Meeting adjourned. No
	Documents Provided:	motion.
	Agenda November 18, 2024	
	HSWC 24-25 Monthly Report – 09-24	
	101424 Policy Council Minutes	
	PC Treasury November 18, 2024	
	2024 Community Assessment Update	
	2023-2024 School Readiness Report	
	Advisory Groups Sep 24 HS and EHS Combined Budget - PC	