

# Head Start of Washington County Policy Council Meeting Minutes

Date: April 15, 2024

**Council Members Present:** Tamara Lloyd Owens, Aleasa Price, Casey Jones, Shirley Thorne, & Melissa Caudell

**Council Members Absent:** Shayna Thompson, Stephanie Jenkins, Lacey Appiah, & Elizabeth Howe

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

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b><u>Call to Order</u></b>	The meeting was called to order at 6:00pm.	
<b><u>Roll Call/Quorum</u></b>	Roll call was taken. A quorum was met.	Motion to approve the March minutes made by Aleasa. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<b><u>Review of Minutes</u></b>	The minutes for March were reviewed. There were no changes.	
<b><u>Treasurer's Report</u></b>	The March Treasurer's Report was reviewed.	Motion to approve the March Treasurer's Report made by Tamara. Seconded by Casey. No discussion. All in favor. None opposed. Motion passed.
<b><u>Director's Update Monthly Report</u></b>	Vicki said we are fully enrolled, there was only one drop at the end of the month and we have 30 days to fill that slot. There was no change with over-income numbers. New enrollments begin in April. The Waitlist continues to grow. Applications given out and applications received will continue to rise. Homeless numbers were down a little. February attendance was great, all sites hit the 85% mark.	Motion to approve the February Monthly Report made by Aleasa. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<b><u>Financial Reports</u></b>	Vicki reviewed the Financial Report through the end of February, the first month of our new budget year. In-Kind is at 6.8%. The month looks normal.	Motion to approve the February Finance Report made by Aleasa. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<b><u>Summer Programming</u></b>	Vicki said Elgin and all EHS rooms will be open as normal until August. The Shriver Pre-K class will not be in session over the summer as it is funded by MSDE and they	Motion to approve the February Finance Report made by Aleasa. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.

<p><b><u>Every Child’s Mental Health Matters Week</u></b></p>	<p>did not have funds for the summer. Noland will have a summer program funded through the state supplemental budget. MLK will have a summer HS program funded through a city grant, through the end of July.</p> <p>May 6-10 is Every Child’s Mental Health Matters Week. Parent/child activities will be sent home. We are looking for guest readers for classrooms. PC &amp; BOD invited to sign up to read.</p>	
<p><b><u>Head Start Happenings</u></b></p>	<p>Alicia went over the Head Start Happenings.</p> <ul style="list-style-type: none"> <li>• 4/24 – Health Advisory – 10am-11am</li> <li>• 4/25 – PBIS 8:30am-10am</li> <li>• 4/25 – Celebration of Spring 5pm-7pm</li> <li>• 4/29 – BOD Meeting at Elgin</li> </ul> <p>Alicia explained Parent of the Year and how staff are invited to nominate parents. We received six nominations this year. The MHSA puts on a training and celebration for all of the Parent of the Year Nominees. This year’s event will be in Ocean City 5/19-22.</p>	
<p><b><u>New Business In-Kind/Volunteering</u></b></p>	<p>Erica gave a follow-up regarding the previous In-Kind &amp; volunteering discussion. We are going to include a section in our open houses about volunteering and how it benefits HS. We will begin to incorporate the PBIS bee theme into everything we send home and communicate. Our Buzz Bee mascot will make his debut at the Celebration of Spring event next week.</p>	
<p><b><u>Kindergarten Transition</u></b></p>	<p>Laura said we are required by our performance standards to make the transition for children moving on to Kindergarten as smooth as possible. We work closely with WCPS to do that. We have 79 children going to Kindergarten. We set up bus trips to the schools with larger numbers of our incoming Kindergarteners.</p>	

**School Readiness Report**

We offer articulation meetings to all of the schools we have children attending. These meetings are for HS and WCPS teachers to discuss where the child is, any special accommodations, etc. If the school has a Kindergarten Fair we send that information home with those children. Meetings for children with IEP/IFSP's are scheduled by our Developmental Services Manager to make sure services continue. We will be having our Kindergarten Parent Meeting again this year, the last week of May. Early Learning from WCPS and The Judy Center will be there to speak to parents about what to expect.

Laura explained how each child is assessed three times per program year: end of October, end of January, & end of school year. Laura briefly reviewed data from the second assessment and also discussed how those scores change over time. Numbers are expected to increase after the third assessment. Laura also reviewed the School Readiness goals and progress for each. She also discussed what we are seeing with the data and how we are interpreting it. WCPS has reported that the scores for children who previously attended Head Start are rising. Last year 24% of our children were ready for Kindergarten, compared to 55% countywide. It was also noted that 20% of our children moving on to Kindergarten have diagnosed disabilities with IEP/IFSP's. Vicki added that Washington County, at 55%, is #3 in the state for Kindergarten Readiness. A further discussion regarding the tool and its results was had.

**Old Business**

None.

<p><b><u>Personnel Update</u></b></p>          <p><b><u>Next Meeting</u></b></p> <p><b><u>Meeting Adjourned</u></b></p>	<p>Vicki gave the Personnel Update.</p> <ul style="list-style-type: none"><li>• Resignation – 1 Shriver Classroom/Bus Aide (will not fill until next program year)</li><li>• Elgin Changes eff. 4/1 – HS Teacher to EHS Teacher, Site Director/Subs will provide class coverage for April &amp; May</li><li>• Elgin Changes eff. 6/3 – Shriver HS Teacher and TA to Elgin HS classroom</li><li>• Internal Posting – Shriver HS Teacher</li><li>• Open Positions will be assessed by the Leadership Team in June.</li></ul> <p>May 13, 2024 @ 5:30pm at Shriver</p> <p>The meeting was adjourned at 7:01pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"><li>- Agenda April 15, 2024</li><li>- 032524 Policy Council Minutes</li><li>- PC Treasury April 15, 2024</li><li>- HSWC 23-24 Monthly Report – 02-24</li><li>- Feb 24 HS and EHS Combined Budget – PC</li><li>- Kindergarten Transition 03 24</li><li>- SR Goals and Action Plan 23-24 Domains</li><li>- 2024 Winter ELA GOLD Scores</li></ul>	<p>Meeting adjourned. No motion. Verbal agreement.</p>
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