

Head Start of Washington County Policy Council Meeting Minutes

Date: April 17, 2023

Council Members Present: Brandy Hargett-Shrader, Tonnie George, Lauren Row, Elizabeth Howe, & Shirley Thorne

Council Members Absent: Tamara Lloyd Owens & Lacey Appiah

Guest in Attendance: Stephanie Jenkins

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

| Subject | Discussion | Action |
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| Introductions | Everyone introduced themselves to Stephanie Jenkins who was attending to observe tonight. | |
| Call to Order | The meeting was called to order at 5:07pm. | |
| Roll/Quorum | Tonnie welcomed everyone & Alicia took roll. A quorum was met. | |
| Electronic Votes (ERSEA, COLA/QI, Change in Scope) | Due to not meeting a quorum last month, an electronic vote took place for ERSEA, COLA/QI, and Change in Scope. | Electronic voting occurred and ERSEA, COLA/QI, & Change in Scope were all approved. |
| Review of February Minutes | There were no changes to the February minutes. | Motion to approve February minutes made by Elizabeth. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed. |
| Review of March Minutes | There were no changes to the March minutes. | Motion to approve March minutes made by Elizabeth. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed. |

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| <p>February Treasurer's Report</p> | <p>The February Treasurer's Report was reviewed.</p> | <p>Motion to approve the February Treasurer's Report made by Shirley. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p> |
| <p>March Treasurer's Report</p> | <p>The March Treasurer's Report was reviewed.</p> | <p>Motion to approve the March Treasurer's Report made by Elizabeth. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p> |
| <p>Director's Update February & March Monthly Reports</p> | <p>Vicki reviewed the February & March Monthly Reports through the end of January and February, respectively. We remain under-enrolled in HS, mostly due to the closed MLK classroom. We are also under-enrolled by a small number in EHS due to being down a Home-Based Teacher. The Wait List continues to grow. Homeless numbers have risen a little. FPA goals are beginning to be completed. Center attendance is consistent with the rest of the year as childhood illnesses and COVID-like symptoms are still around. Busing numbers are steady.</p> | <p>Motion to approve the February & March Monthly Reports made by Shirley. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p> |
| <p>February & March Finance Reports</p> | <p>Both of the February and March Finance Reports were reviewed. Our fiscal year ended January 31st. We have until the end of April to close out our books. In-Kind was under budget but not as low as expected. The waiver will cover the deficit. Staff retention awards were released in February and all ARP funds were spent or allocated by the March 31st deadline.</p> | <p>Motion to approve the February & March Financial Reports made by Brandy. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p> |
| <p>Summer Programming</p> | <p>Vicki explained that the last two years of Summer Programming were paid for by CRSSA funds. OHS has not released funds for Summer Programming this year. As a</p> | <p>Motion to approve the February & March Financial Reports made by Brandy. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.</p> |

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| <p>Head Start Happenings</p> | <p>result, only Elgin and EHS at MLK/Shriver will be open during the Summer. There will be no Head Start Summer Programs at MLK, Shriver, or Noland this year. We are hoping OHS will release funds next year.</p> | |
| <p>New Business Every Child's Mental Health Matters</p> | <p>4/20 – Celebration of Spring 4/24 – BOD Meeting 5/10 – Last Day of HS MLK 5/15 – MLK EHS begins 7 hr. days</p> <p>Laura explained that May is Mental Health Awareness Month. Since MLK HS ends in early May, we will be having a Mental Health Spirit Week the first week of the month. Children will wear something specific and discuss/do an activity in the classroom each day. We will be also be having guest readers in the classrooms as well as sending home a mental health community resource to families.</p> | |
| <p>School Readiness Report</p> | <p>We have completed two of our three assessments, Fall & Winter. Spring will be done by mid-May. We have gone through some of the data and numbers have increased. HS 4's have increased significantly, which is great for being post-COVID. EHS numbers are similar to lower than last year. We are questioning why. We do know that progression is not as obvious in EHS children. There are also a lower number of children in EHS and we can have a higher number of children with disabilities in EHS, which can skew data.</p> | |
| <p>Kindergarten Transition</p> | <p>Laura said we have 65 children leaving to Kindergarten this year. We will be having field trips to three elementary schools. We will have articulation meetings with five elementary schools. Four schools will be sending information to our families and four schools have requested family contact</p> | |

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| | <p>information so they can contact them directly. If there is enough interest, we will have a Kindergarten Information meeting for parents on 4/27 from 5pm-7pm at Shriver. Early Childhood staff from WCPS will be there.</p> | |
| <p>Standards of Conduct</p> | <p>Linda reviewed the minor change, suggested by legal counsel, recommending a phrase be added regarding being under the influence of drugs/alcohol. Linda read the addition in total and it can be seen in the document sent prior to the meeting.</p> | <p>Motion to approve the Standards of Conduct made by Elizabeth. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p> |
| <p>Use of Personal Vehicles</p> | <p>Linda explained that a section was added to this policy, to be more specific regarding children and families and the fact that staff may not transport them in their personal vehicles. Linda read the addition in total and it can be seen in the documents sent prior to the meeting.</p> | <p>Motion to approve the Use of Personal Vehicles policy made by Lauren. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p> |
| <p>Old Business</p> | <p>None.</p> | |
| <p>Personnel Update</p> | <p>Linda gave the Personnel Update. New Hires or Projected New Hires – 1 FT/FY Classroom Aide, & 1 Shriver Classroom/Bus Aide</p> <p>Interviews and Observations – 1 Noland TA, 1 Elgin TA, & 1 FT/FY Classroom Aide</p> <p>Open Positions – 1 Bus Driver, 1 MLK Cook, 1 Shriver Classroom/Bus Aide, 1 FT/FY Classroom Aide, 1 PT/FY Classroom Aide, 2 Elgin TAs, & 1 Noland TA</p> | |
| <p>Next Meeting</p> | <p>Next meeting: May 15, 2023 @ 5pm – Virtually</p> | |
| <p>Meeting Adjourned</p> | <p>The meeting was adjourned at 5:53pm.</p> | <p>Motion to adjourn made by Elizabeth. Seconded by Brandy. All in favor. None opposed.</p> |

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| | <p>Documents Provided:</p> <ul style="list-style-type: none">- Agenda April 17, 2023- 021323 Policy Council Minutes- 032023 Policy Council Minutes- PC Treasury April 17, 2023- PC Treasury March 20, 2023- HSWC 2022-2023 01 January Monthly Report- HSWC 2022-2023 02 February Monthly Report- Copy of Jan 23 HS and EHS Combined Budget – PC- Feb 23 HS and EHS Combined Budget - PC- Standards of Conduct Updated- Use of Personal Vehicles- SR Goals and Action Plan 22-23 Domains Winter- Kindergarten Transition PP for PC 23 | |
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