

Head Start of Washington County Policy Council Meeting Minutes

Date: December 11, 2023

Council Members Present: Tamara Lloyd Owens, Shayna Thompson, Stephanie Jenkins, Aleasa Price, Casey Jones, Shirley Thorne, Melissa Caudell, Lacey Appiah, & Elizabeth Howe

Council Members Absent: None

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

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 6:19pm.	
<u>Vote in New Members</u>	Elizabeth Howe was voted in as Community Representative and Shayna Thompson was voted in as EHS Elgin Representative.	Motion to approve Elizabeth and Shayna as new PC members made by Aleasa. Seconded by Lacey. No discussion. All in favor. None opposed. Motion passed.
<u>Roll Call/Quorum</u>	Roll call was taken. A quorum was met.	
<u>Review of Minutes</u>	The minutes for November were reviewed. There were no changes.	Motion to approve the November minutes made by Aleasa. Seconded by Lacey. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u>	The Treasurer's Report was reviewed.	Motion to approve the Treasurer's Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.
<u>Director's Update Monthly Report</u>	Vicki reviewed the Monthly Report through the end of October. Once our Change in Scope is approved we will not appear as under enrolled. The Regional Office informed us last week that we have been approved, however, we cannot act on anything until we receive the official Notice of Award letter. Once that happens, the numbers can change and this report will reflect that we are, indeed, fully enrolled. We had very little turnover in October. Applications being received are down but that is normal for this time of year. Homeless numbers went up a little. Referrals were still high due to holiday	

<p><u>Financial Reports</u></p>	<p>assistance. Attendance is down but that was expected as we have had many children with Hand, Foot, & Mouth and RSV.</p> <p>Vicki reviewed the Financial Reports. This was through the end of October, which was a typical month. In-Kind is down but we have been tracking it closely and the numbers look good for the beginning of the program year. We continue to reinforce the importance of in-kind with staff and parents.</p>	<p>Motion to approve the Monthly Report made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>Head Start Happenings</u></p>	<p>Alicia went over the Head Start Happenings.</p> <ul style="list-style-type: none"> • 12/18 – BOD Meeting • 12/21-1/1 – All centers closed • 1/10 – Volunteer Training • 1/15 – Closed • 1/16 – HS classes closed except Elgin & EHS classes • 1/17 – PBIS meeting, 9:30am-11am 	<p>Motion to approve the Finance Report made by Elizabeth. Seconded by Casey. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>New Business Strategic Plan</u></p>	<p>Vicki explained how the Self-Assessment Report and the Strategic Plan are condensed into one document in order to most efficiently track goal progress over the 5-year grant cycle.</p>	
<p><u>Curriculum Presentation</u></p>	<p>Laura explained that the HS Performance Standards require that our curriculum is developmentally appropriate and researched based. It also has to align to the HS Early Learning Outcomes Framework. The curriculums we use are:</p> <ul style="list-style-type: none"> • EHS – Creative Curriculum • HS (4-year old) – Children Study Their World (created by UMD for MSDE) • HS (3-year old) - Children Explore Their World (created by UMD for MSDE) • HB – Parents as Teachers 	
<p><u>Assessment Tool Presentation</u></p>	<p>Laura explained that the HS Performance Standards state that we have to have a standardized instructional assessment, evaluated on an ongoing basis. We also share the information with parents. We look at the data 3 times per year to see how</p>	

<p><u>Accreditation Update</u></p> <p><u>SR Goals/Plan</u></p> <p><u>PC Council Bulletin Board Sheet</u></p> <p><u>Lifevac</u></p>	<p>we can improve. Laura described how staff assess children throughout the school year. Assessment tools we use are:</p> <ul style="list-style-type: none"> • EHS - Teaching Strategies Gold • HS – ELA (Early Learning Assessment) developed by MSDE, which helps align with the state and public PreK. <p>Shriver had their visit on November 9th & received their Notice of Accreditation on November 21st. All sites are now fully accredited.</p> <p>Laura pointed out the newly created document that contains all of the acronyms that are within the School Readiness Goals & Action Plan. The School Readiness Goals document is a living document as it is updated continuously, as needed. For every domain listed, there is an overall goal for our expectations as well as how we with our requirements. Laura also discussed our supplemental curriculums.</p> <p>Alicia spoke about the pictures she took of PC members last month. A list will be posted on bulletin boards at all of the centers. Alicia’s contact information will be included so parents can contact her and she will give out PC member contact info as permitted. She’s hoping to have this complete and posted in January. It will also be sent out via Class DoJo.</p> <p>Melissa spoke about an apparatus she has used to help children when choking. She would like for each teacher to have this in the classroom in case of a choking incident. She has contacted the company and also explored funding. She feels this may be safer than the Heimlich Maneuver. A plunger piece goes over the child’s mouth and suctions the item out. No air is forced into the child’s mouth. She spoke about personal use of the apparatus and wanted to know if HS would be interested in having</p>	
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<p><u>Old Business</u></p> <p><u>Personnel Updates</u></p> <p><u>Next Meeting</u></p> <p><u>Meeting Adjourned</u></p>	<p>these in our classrooms. There is a video for training to use it. She will bring a brochure, pictures, and/or the actual item to the next meeting and send an email after the meeting with details. Vicki will have someone check with our CPR/First Aid person as well as the Office of Child Care as this would need to be approved and recognized as an acceptable device in order to avoid liability issues.</p> <p>None</p> <p>Vicki gave the Personnel Update.</p> <ul style="list-style-type: none"> • New Hire – 1 Elgin Center Support • Internal Transition – Noland – Classroom Aide to HS TA • Open Positions - 1 MLK 2's Teacher & 1 MLK HS Teacher (interviewing for both this week) <p>Next meeting: January 22, 2024 @ 5:30pm at Shriver – In-Person</p> <p>The meeting was adjourned at 7:13pm</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda December 11, 2023 - 111323 Policy Council Minutes - PC Treasury December 11, 2023 - Copy of Oct 23 HS and EHS Combined Budget – PC - HSWC 23-24 Monthly Report – 10-23 - SR Goals and Action Plan 23-24 - Curr & Assess, SR Goals & Plan 23-24 - Acronyms and Meanings from SR Plan_0001 	
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