

Head Start of Washington County Policy Council Meeting Minutes

Date: December 5, 2022

Council Members Present: Tamara Lloyd Owens, Brandy Hargett-Shrader, Lauren Row, Lacey Appiah, Tonnie George, & Shirley Throne

Council Members Absent: Elizabeth Howe & Deltoria Gallant

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

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:06pm.	
Roll/Quorum	Alicia took roll call. A quorum was met.	
Minutes	The minutes from the November meeting were reviewed. There were no corrections or changes.	Motion to approve November minutes made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
Treasurer's Report	The Treasurer's Report was reviewed.	Motion to approve Treasurer's Report made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
Director's Update Monthly Report	Vicki reviewed the Monthly Report through the end of October. Enrollment is steady. One classroom is closed at MLK (30 of the 35 openings). Over-income numbers remain the same. The number of applications received is dropping off, which is normal for Winter. We are participating in a lot more community events and have had more referrals for outside agencies. Attendance is down due to flu, stomach flu, respiratory illness, etc. We have not had any classroom closures due to COVID yet this program year. Home Base socializations are occurring and our bus numbers are growing.	Motion to approve Monthly Report made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.

<p>Finance Report</p>	<p>Vicki reviewed the reports through the end of October. In-Kind is still under budget. We will talk about a waiver later in the meeting. CRSSA Funds have been fully spent as of the end of August. There will be no changes to that report. ARP Funds must be spent by the end of March. Much of the remaining money is being used for approved projects to include playground replacement, Noland bathroom renovation, and Socialization & office space at Shriver. ARP will also help provide retention awards to staff during February.</p>	<p>Motion to approve the Financial Reports made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Head Start Happenings</p>	<p>Alicia gave updates for December: 12/19 – BOD Meeting 12/22/22-1/2/23 – Closed for Winter Break 1/3/23 – Reopen</p>	
<p>New Business In-Kind Waiver</p>	<p>Vicki shared the waiver letter used in the past for the Regional Office. We are not expecting to meet our In-Kind requirement by the end of our fiscal year, which is 1/31/23. We are projecting a 9% deficit or approximately \$135K. In 2020 we requested a 16% waiver so things are improving. The waiver is expected to be granted as volunteers were not allowed in centers for much of this budget year. Also, mask mandates and vaccination requirements are still in place and hinder the ability of programs to get volunteers. After approved by PC and the BOD, the letter will be uploaded to the regional office for review.</p>	<p>Motion to approve the In-Kind Waiver made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Community Assessment</p>	<p>Cindy explained the OHS process for community assessments. This is an update year for us. We use this for the Refunding Application and for grant writing purposes throughout the year.</p>	

<p>Curriculum/ Assessment</p> <p>Old Business PTO Payout</p> <p>Personnel Update</p>	<p>Cindy reviewed the Annual update, noting community trends to include poverty levels in the city, staffing shortages during and post-COVID and health issues such as increased overdoses and obesity. There is a Go for Bold Challenge through Meritus Health for the community to lose 1 million pounds in 10 years. HSWC is participating.</p> <p>Laura briefly explained our curriculums and assessment procedures as well as performance standard requirements. EHS uses Creative Curriculum. HS uses Children Study Their World (4yrs) and Children Explore Their World (3-4yrs). HB uses Parents as Teachers. We must use a standardized structured assessment, which we do through observations. We also talk with parents during conferences. We have Fall, Winter, & Spring checkpoints. We use Teaching Strategies GOLD for EHS and ELA for HS.</p> <p>Vicki said we are requesting a 100% PTO payout for staff and remaining ESS for teaching & classroom staff, bus drivers, & cooks. The BOD has already approved this. At this time, 100% ESS payout is only about \$3000 but will be less by the end of the year.</p> <p>Since the last meeting, there have been 2 retirements; Transportation Assistant and a Noland TA.</p> <p>New Hires: *1 Bus Driver *1 part-time Shriver Classroom Support *1 Substitute</p>	<p>Motion to approve the 100% PTO Payout & 100% ESS Payout for Teaching & Classroom Staff, Bus Drivers, & Cooks made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
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<p>Next Meeting</p> <p>Meeting Adjourned</p>	<p>Open Positions:</p> <ul style="list-style-type: none"> *1 Bus Driver *2 part-time Permanent Substitutes *1 Shriver 2's Teacher *1 Shriver Classroom/Bus Aide *1 Shriver TA *1 MLK Cook <p>Positions on Hold:</p> <ul style="list-style-type: none"> *1 MLK FA *1 MLK HS Teacher (closed classroom) *1 MLK HS TA (closed classroom) <p>Next meeting: January 9, 2022 @ 5pm – Virtual</p> <p>The meeting was adjourned at 5:39pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda December 5, 2022 - HSWC 2022-2023 10 October Monthly Report - PC Treasury December 5, 2022 - 2022 Community Assessment Update - Curriculum Child Assessments 22-23 - 111422 Policy Council Minutes - Oct 22 HS and EHS Combined Budget – PC - In-Kind Waiver Request 2023 Draft 	
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