

Head Start of Washington County Policy Council Meeting Minutes

Date: February 13, 2023

Council Members Present: Elizabeth Howe, Tonnie George, Lauren Row, & Shirley Thorne

Council Members Absent: Tamara Lloyd Owens, Lacey Appiah, & Brandy Hargett-Shrader

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

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:08pm	
Roll/Quorum	Alicia took roll call. A quorum was met.	
Minutes	The minutes from the January meeting were reviewed. There was one correction in the Monthly Report under Attendance, the word "done" should be "down."	Motion to approve January minutes made by Lauren. Seconded by Shirley. 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 Shirley. No discussion. All in favor. None opposed. Motion passed.
Director's Update Monthly Report	Vicki reviewed the Monthly Report through the end of December. Under enrollment numbers were at 37, 30 of them from the closed classroom at MLK. We were 4 under for EHS, which were filled in January. Over-income numbers were stable. We dropped 4 HS and 4 EHS to moving out of the area. The waitlist continues to grow. New applications were low, which is typical for December. Homeless numbers are holding steady. Attendance numbers are down, due to sickness and some away for the holidays.	Motion to approve Monthly Report made by Lauren. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.
Finance Report	Vicki reviewed the finance reports through the end of December. Our fiscal year ends	

<p>PBIS Input</p>	<p>PBIS stands for Positive Behavior Interventions and Supports. Laura spoke about the need for parent input for PBIS and highlighted some of the efforts.</p> <ul style="list-style-type: none"> - PBIS Implementation Team meets monthly - PBIS is included in end of year surveys, conferences, handouts, parent events, Class DoJo, newsletter, etc. - We are incorporating the 5 Big Bang Strategies across the program. 	
<p>Personnel Update</p>	<p>Linda gave the Personnel Update.</p> <p>Resignations</p> <ul style="list-style-type: none"> * 1 Substitute * 1 Home-Based Teacher <p>Terminations</p> <ul style="list-style-type: none"> * 1 EHS Elgin TA <p>Transitions</p> <ul style="list-style-type: none"> * 1 Shriver Classroom/Bus Aide to Substitute <p>New Hires</p> <ul style="list-style-type: none"> * 1 Shriver 2s Teacher * 1 MLK Cook <p>Projected New Hires</p> <ul style="list-style-type: none"> * 1 Shriver Classroom Support * 1 MLK Classroom/Bus Aide * 1 MLK Resource Assistant <p>Open Positions:</p> <ul style="list-style-type: none"> * 1 Bus Driver * 2 Shriver Classroom/Bus Aides * 2 FT/FY Classroom Aides * 1 PT/FY Classroom Aide * 1 Home-Based Teacher * 3 Elgin Teacher Assistants 	

<p>Program Governance Training</p>	<p>Shirley spoke briefly about the Program Governance Training she attended. It was informative regarding the responsibilities of each office. She recommended taking the training as it helps to better understand what we do.</p>	
<p>Next Meeting</p>	<p>Next meeting: March 20, 2023 @ 5pm – Virtually</p>	
<p>Meeting Adjourned</p>	<p>The meeting was adjourned at 5:41pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda February 13, 2023 - PC Treasury February 13, 2023 - 010923 Policy Council Minutes - HSWC 2022-2023 December Monthly Report - Annual Report 2021-2022 - PBIS Implementation Team Feedback - Dec 22 HS and EHS Combined Budget – PC 	<p>Motion to adjourn made by Lauren. All in favor. None opposed.</p>