

Head Start of Washington County Policy Council Meeting Minutes

Date: February 12, 2024

Council Members Present: Tamara Lloyd Owens, Aleasa Price, Melissa Caudell, & Elizabeth Howe

Council Members Absent: Shayna Thompson, Stephanie Jenkins, Casey Jones, Shirley Thorne, & Lacey Appiah

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

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 5:50pm.	
<u>Roll Call/Quorum</u>	Roll call was taken. A quorum was not met. There will be no voting or approvals tonight.	
<u>Review of Minutes</u>	The approval of January minutes was tabled due to no quorum.	
<u>Treasurer's Report</u>	The Treasurer's Report approval was tabled due to no quorum.	
<u>Director's Update Monthly Report</u>	The review & approval of the Monthly Report was tabled due to no quorum.	
<u>Financial Reports</u>	The review & approval of the Financial Reports was tabled due to no quorum.	
<u>Head Start Happenings</u>	<p>Alicia went over the Head Start Happenings.</p> <ul style="list-style-type: none"> • 2/15 – Ed Advisory – 8am at Shriver • 2/19 – Closed for Presidents' Day • 2/21 – PBIS – 9:30am-11am • 2/26 – BOD Meeting • 3/14 – Mental Health & Wellness Night at Shriver – 5:30pm-7:30pm <p>Erica explained the event. We will have a musical experience with kids & parents together, a make & take activity, wellness items for parents, and learning about a new parent curriculum called Winning with Wellness. Flyers will be going out soon.</p>	

<p><u>New Business</u> <u>PBIS Review</u></p>	<p>Laura spoke about PBIS – Positive Behaviors, Interventions, & Support. We use a tool called the Benchmarks of Quality to gauge progress. We have a monthly PBIS meeting to discuss the initiative. Laura also discussed the Family Engagement piece of PBIS. We are always trying to get information and participation from families and also include PBIS on our end of year survey. We’ve asked for parent representation on the PBIS team but currently have no one regularly attending. Information is made available via flyers, newsletters, & Class DoJo as well as at conferences & parent meetings. PBIS is incorporated into our family events as well. A discussion of brainstorming ideas & suggestions for other options of disseminating and receiving PBIS information to and from families was held.</p>	
<p><u>FA2 Review</u></p>	<p>Vicki briefly discussed the FA2 Review process and the protocol. She shared the Program Governance piece with the group. There will be meetings & data tours with all service area managers. The PC will be part of the discussion portion of the review and will have a meeting with the review team to discuss their role and how they serve HSWC.</p>	
<p><u>Old Business</u> <u>Personnel Updates</u></p>	<p>None.</p> <p>Linda gave the Personnel Update.</p> <ul style="list-style-type: none"> • Terminations/Resignations - None • New Staff-Elgin Center Support & 2 Subs • Staff Transitions – Elgin I/T Teacher to Shriver I/T Teacher & Elgin HS Teacher to Elgin I/T Teacher • New Hire – Shriver Classroom/Bus Aide 	

<p><u>Next Meeting</u></p> <p><u>Meeting Adjourned</u></p>	<ul style="list-style-type: none">• Open Positions – Food Services Manager, MLK Classroom/Bus Aide, & Elgin HS Teacher <p>March 18, 2024 @ 5:30pm at Shriver</p> <p>The meeting was adjourned at 6:50pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none">- Agenda February 12, 2024- 012224 Policy Council Minutes- PC Treasury February 12, 2024- FA2 Protocol Written Responses Prog Gov- PBIS Implementation Team Feedback- HSWC 23-24 Monthly Report – 12-23- Dec 23 HS and EHS Combined Budget	<p>No motion – all in favor.</p>
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