

# Head Start of Washington County Policy Council Meeting Minutes

Date: January 22, 2024

**Council Members Present:** Shayna Thompson, Tamara Lloyd Owens, Elizabeth Howe, Aleasa Price, Stephanie Jenkins, & Melissa Caudell

**Council Members Absent:** Casey Jones, Shirley Thorne, & Lacey Appiah

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

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b><u>Call to Order</u></b>	The meeting was called to order at 5:36pm.	
<b><u>Roll Call/Quorum</u></b>	Roll call was taken. A quorum was met.	Motion to approve the December minutes made by Elizabeth. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<b><u>Review of Minutes</u></b>	The minutes for December were reviewed. There were no changes.	
<b><u>Treasurer's Report</u></b>	The Treasurer's Report was reviewed.	
<b><u>Director's Update Monthly Report</u></b>	Vicki reviewed the Monthly Report through the end of December. Enrollment numbers remain steady and we are fully enrolled with the Change in Scope numbers. Over-income is also steady. The Wait List continues to grow. Attendance was not horrible but was affected by several illnesses. Elgin made the 85% and the other sites were close. We continue to track attendance closely this year.	Motion to approve the Treasurer's Report made by Tamara. Seconded by Elizabeth. No discussion. All in favor. None opposed. Motion passed.
<b><u>Financial Reports</u></b>	Vicki reviewed the Financial Report. This was through the end of November, which was a normal month. In-Kind is still behind, but we do have a waiver. We have 30% of the budget left and are on target to spend down. We are in the process of end of year projections.	Motion to approve the Monthly Report made by Aleasa. Seconded by Stephanie. No discussion. All in favor. None opposed. Motion passed.
<b><u>Annual Report</u></b>	Cindy explained the Annual Report. It must be published every year per HS standards.	Motion to approve the Finance Report made by Aleasa. Seconded by Stephanie. No discussion. All in favor. None opposed. Motion passed.

<p><b><u>Upcoming CLASS Review</u></b></p>          <p><b><u>FA 2 Preparation</u></b></p>	<p>This report is regarding 2022-23 year. Cindy reviewed the report, noting some highlights:</p> <ul style="list-style-type: none"><li>• One HS classroom was closed due to a teacher &amp; TA vacancy.</li><li>• Increase in families served from previous year.</li><li>• Returned back to in-person family events.</li><li>• Increase in children with disabilities.</li><li>• Increase in children diagnosed with medical conditions.</li><li>• Continuing to see the percentage of children meeting school readiness expectations increasing.</li><li>• We had a clean audit with nothing out of the ordinary &amp; no concerns.</li></ul> <p>Vicki said we received the 45-day notice letter for our upcoming CLASS review. We will be videotaping classrooms on a very secure website, sending directly to OHS and then they are deleted. They will be reviewing teaching practices and child interactions in all but 1 HS classroom. This review does not look at EHS or HB. We will receive feedback from the review to use for training &amp; technical assistance, if needed. Our video window begins on 2/14 and continues through the beginning of April. It will be several months until we receive our scores. We will be sending information out to all our parents explaining what CLASS is and how the review will be taking place.</p> <p>Vicki explained the next expected reviewed. The FA2 Review is more extensive and needs more time to prepare. She reviewed the tool used for the review and specifically the section titled Program Design &amp; Strategic Planning – Program Governance that applies to the BOD &amp; PC. The FA2 review will ask questions covered in the tool. Vicki also shared the Monitoring Event Guide which will also be helpful to the members. The reviewers will meet with the PC and talk about what the PC does for the program.</p>	
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<p><b><u>Change in Scope Status</u></b></p>	<p>We hope it will be during a PC meeting, otherwise, we'll have to schedule a separate time. The meeting should last about an hour. It could be in-person or virtual. Vicki will keep PC posted when we receive our 45-day notice for this review.</p>	
<p><b><u>City of Hagerstown Grant</u></b></p>	<p>Vicki stated that we received our official Notice of Award for Change in Scope approval this afternoon! There is no change for parents and children because we have been operating under the CIS model since the start of the program year. Staff salaries will be updated as well as bids will move forward to repair the Shriver parking lot. The funds have to be used within the budget period and it needs to be contracted by 1/31, with work completed by 4/30. If it can't be completed in that timeline, we can do a liquidation extension or carryover request to the Regional Office.</p>	
<p><b><u>Head Start Happenings</u></b></p>	<p>Vicki explained a grant from the City of Hagerstown that we applied for and were success in obtaining funds to run our summer program for HS at MLK. This summer program will be for children going to Kindergarten in the fall. It will be one classroom of 17 children, M-F, about 5 hours per day for about 8 weeks.</p> <p>Alicia went over the Head Start Happenings.</p> <ul style="list-style-type: none"> <li>• 2/1 – P/T Conferences begin</li> <li>• 2/9 – All classes closed (PD #3)</li> </ul>	
<p><b><u>New Business School Readiness Report (Fall Data Report)</u></b></p>	<p>Laura explained the Fall data report. This is the first assessment for this program year. It was completed by the end of October. This covers all five domains. The goal is at the top, followed by the benchmarks. The data is compiled at least three times per year. We expect to see the numbers increase throughout the program year. SKB's (skills, knowledge, &amp; behaviors) are what the children are scored on. She discussed assessments for HS and EHS.</p>	

<p><b><u>Old Business</u></b> <b><u>LifeVac</u></b></p>	<p>Vicki discussed the research she and Erica had done regarding the LifeVac device. They investigated Office of Childcare licensing recommendations as well as the Office of Head Start. They spoke to our CPR/1<sup>st</sup> Aid trainer and read information from the Academy of Pediatrics. At this time, LifeVac is a newer technique and in research and trials. Although some outcomes do look promising for possible future use, at this time, HSWC must protect itself from liability by only using the techniques approved by our regulatory agencies.</p>	
<p><b><u>Personnel Updates</u></b></p>	<p>Linda gave the Personnel Update.</p> <ul style="list-style-type: none"> <li>• No Call/No Show – Elgin Center Support</li> <li>• New Staff – 1 MLK 2’s Teacher, 1 MLK HS Teacher</li> <li>• Positions Offered – 2 Substitutes</li> <li>• Open Positions - 1 Shriver and 1 MLK Classroom/Bus Aide, 1 Elgin Center Support, 1 Elgin Infant/Toddler Teacher</li> <li>• Retirements – 1 Shriver Infant/Toddler Teacher (3/1) &amp; the Food Services Manager (3/29)</li> <li>• Staff Transition – 1 Elgin Infant/Toddler to Shriver Infant/Toddler Teacher</li> </ul>	
<p><b><u>Next Meeting</u></b></p>	<p>February 12, 2024 @ 5:30pm at Shriver</p>	
<p><b><u>Meeting Adjourned</u></b></p>	<p>The meeting was adjourned at 6:59pm</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> <li>- Agenda January 22, 2024</li> <li>- 121123 Policy Council Minutes</li> <li>- PC Treasury January 22, 2024</li> <li>- Nov 23 HS and EHS Combined Budget – PC</li> <li>- HSWC 23-24 Monthly Report – 12-23</li> <li>- Governing Body and PC Discussions</li> <li>- Annual Report 2022-2023</li> <li>- SR Goals and Action Plan 23-24 Domains</li> <li>- 2023 Fall ELA GOLD Scores</li> </ul>	<p>No motion – all in favor.</p>