

Head Start of Washington County Policy Council Meeting Minutes

Date: January 9, 2023

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

Council Members Absent:

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

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:04pm.	
Roll/Quorum	Alicia took roll call. A quorum was met.	
Minutes	The minutes from the December meeting were reviewed. There were no corrections or changes.	Motion to approve December minutes made by Brandy. Seconded by Lauren. 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 Elizabeth. 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 November. Under enrollment is stable. Of the 32 HS spots open, 30 of them are from the closed classroom at MLK. EHS is fully enrolled. Over-income numbers remain the same. The waitlist continues to grow. New applications have slowed, which is normal for winter. Fortunately, the number of homeless families has dropped. Attendance is down but holding steady due to lots of sickness. Home Base continues to be in-person. Volunteer Hours are increasing as fully vaccinated volunteers are going into centers.	Motion to approve Monthly Report made by Brandy. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

<p>Finance Report</p>	<p>Vicki reviewed the finance reports through the end of November. We have 24% of the budget left. Our fiscal year ends on 1/31/23 and we are on target. In-Kind is still under budget by about 4.3%. The In-Kind Waiver was approved last month. CRSSA Funds have been fully spent as of the end of August. ARP Funds must be spent by the end of March. We are down to 43% remaining and are on target to fully spend those funds. Noland bathrooms are complete, and the Socialization space at Shriver is being finished. Retention awards for staff will come from these funds as well.</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>Change in Scope/Strategic Planning</p>	<p>Strategic Planning is part of our Five-Year Goals and we are considering a Change in Scope request to alter programming somewhat. A plan is to be developed over the next year and submitted to OHS. Our main focus is two part:</p> <ol style="list-style-type: none"> 1) Convert MLK to a full day, 6-hour session. This means a reduction in overall numbers. As it is right now, each HS classroom has 15 AM spots and 15 PM spots. A full day class would mean 17 spots all day. 2) Save enough money through program changes to increase staff salaries, especially for those behind the current community norm. We will talk more about this as we move forward. Enrollment shortages and staff shortages are being experienced across the country. 	
<p>Head Start Happenings</p>	<p>Alicia gave updates for December:</p> <ul style="list-style-type: none"> 1/16 – Closed for MLK Jr. Day 1/18 – PBIS Meeting 9:30am-11am 1/23 – Closed to Children/Staff PD Day 1/23 – BOD Meeting 	

<p>New Business</p> <p>School Readiness Report</p>	<p>Laura said Fall data was compiled and this was our first assessment of the program year. EHS numbers were a little lower than in previous years but this is just our first of three assessments. HS numbers were higher and improved this year from last year. This shows growth for children returning to us from last year. The data from this report is used to look at our school readiness goals and help determine areas we may need to focus on or ways that we could improve teacher training. This is our first real year of using this tool. It is set up differently than tools we've used in the past and appears to have a bit higher expectations. It is aligned with WCPS.</p>	
<p>Accreditation Update</p>	<p>Laura gave brief updates on the centers.</p> <ul style="list-style-type: none"> * Elgin is done and accredited through October 2025. * Noland is done and has one year to submit additional info. We are expecting to request a revisit in March. There was nothing negative about Noland. * Shriver has requested and has been assigned a validation date in February 2023. * MLK has requested and is awaiting a validation date. <p>Accreditation shows the program is a high-quality program. Being accredited aligns with WCPS and helps with reimbursements for childcare subsidies. Accreditation is voluntary.</p>	
<p>Personnel Update</p>	<p>Linda gave the Personnel Update.</p> <p>Retirements</p> <ul style="list-style-type: none"> * Transportation Assistant – 12/22 * Noland TA – 1/23 <p>Resignations - * Elgin TA – 12/22</p>	

<p>Next Meeting</p> <p>Meeting Adjourned</p>	<p>Terminations</p> <ul style="list-style-type: none"> * MLK Classroom/Bus Aide – 12/22 * Resource Assistant – 12/22 <p>Transitions</p> <ul style="list-style-type: none"> * Elgin TA to Substitute status – 1/9/23 * Permanent Sub to Shriver TA – 1/9/23 <p>Projected New Hires</p> <ul style="list-style-type: none"> * Elgin TA & Noland TA – 1/23/23 <p>Position Title Change - For MSDE credential purposes, the Permanent Substitute positions will now be named Classroom Aides. Position duties will remain the same.</p> <p>Open Positions:</p> <ul style="list-style-type: none"> * 1 Bus Driver * 1 Shriver 2's Teacher * 1 MLK Classroom/Bus Aide * 1 MLK Resource Assistant * 1 MLK Cook * 1 Classroom Aide (FT/FY) + 1 (PT/FY) * 1 Elgin TA <p>Alicia added that Shirley completed the Program Governance Training successfully.</p> <p>Next meeting: February 13, 2022 @ 5pm – Virtual</p> <p>The meeting was adjourned at 5:50pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda January 9, 2023 - 120522 Policy Council Minutes - PC Treasury January 9, 2023 - HSWC 2022-2023 November Monthly Report - Accreditation Status Jan 23 - Fall ELA GOLD Scores - SR Goals and Action Plan 22-23 Domains - Nov 22 HS and EHS Combined Budget – PC 	<p>Motion to adjourn made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
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