

Head Start of Washington County Policy Council Meeting Minutes

Date: March 14, 2022

Council Members Present: Brandy Hargett-Shrader, Tacy Myers, Tonnie George, Karla Delauter, Lakeisha Thrower, & Eva Gillard

Council Members Absent: Lauren Row

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

Subject	Discussion	Action
Call to Order	The meeting was called to order at 5:03pm.	
Roll/Quorum	Alicia took roll. A quorum was met.	
Minutes	The minutes from the February meeting were reviewed. There were no corrections or changes.	Motion to approve February minutes made by Brandy. Seconded by Karla. No discussion. All in favor. None opposed. Motion passed.
Treasurer's Report	The Treasurer's Report was reviewed. Budget remaining is 97%.	Motion to approve Treasurer's Report made by Brandy. Seconded by Tacy. No discussion. All in favor. None opposed. Motion passed.
Director's Update Monthly Report	Vicki reviewed the Monthly Report through the January. Enrollment numbers are steady. There is a Home-based teacher position open. Over-income numbers remained the same. Applications given out were also typical for the winter months. We had a lot of sickness in January from COVID and regular childhood winter illnesses that impacted attendance. We also had a few bus closures due to staffing issues. Parent/Teacher Conferences are happening. Homeless numbers are stable. Home Visits are half virtual, half in-person, depending on family preference.	Motion to approve Monthly Report made by Brandy. Seconded by Karla. No discussion. All in favor. None opposed. Motion passed.

<p>Financial Reports</p>	<p>Vicki reviewed the Financial Reports through the end of January. This was the end of our fiscal year. We have 90 days to liquidate any funds. In-Kind was only 1.4% under budget, which was much better than expected. We have not yet heard about the in-kind waiver but expect it to be approved.</p>	<p>Motion to approve the Financial Reports made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
<p>PreK Grant</p>	<p>Vicki said it is again time to apply for funding from the State of MD for the PreK classroom at Noland. Every Spring we re-apply. There have been some changes to the grant requirements because of the Maryland’s Blueprint for Education. We are preparing for new requirements under that law. April 8th is the deadline for the grant. This grant supplements our Head Start dollars in order to make Noland a full day classroom. The grant is a set amount per child.</p>	<p>Motion to approve pursuing the PreK Grant from the State of MD made by Brandy. Seconded by Karla. No discussion. All in favor. None opposed. Motion passed.</p>
<p>New Business ERSEA/ERSEA Training</p>	<p>Tammy reviewed the ERSEA process and documents. The ERSEA Committee met and reviewed the documents from last year and only made a few changes.</p> <p>Selection Criteria – The only change was updating the 2022 Federal Poverty Guidelines. These criteria are what our Enrollment Coordinator uses for all incoming applications. Tammy explained the wait list process. These criteria ensure there is a fair process for all families that apply.</p> <p>Recruitment Plan – This plan outlines everything we do to recruit families into the program. Events are going to be in-person this year. This document is updated as new recruitment strategies or events occur. This keeps us on track and moving forward. FAs often attend these community events.</p>	<p>Motion to approve the ERSEA Selection Criteria made by Lakeisha. Seconded by Karla. No discussion. All in favor. None opposed. Motion passed.</p> <p>Motion to approve the Recruitment Plan made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>

<p>Employee Sick & Safe (COVID-19) Leave</p>	<p>HSWC is proposing to offer a maximum of 5 days of ESS COVID-19 leave to employees who test positive for COVID-19 during the fiscal year 2/1/22-1/31/23. A positive result must be submitted to the Director of Programming in order for an employee to use this leave.</p>	<p>Motion to approve the Employee Sick & Safe (COVID-19) Leave made by Karla. Seconded by Eva. No discussion. All in favor. None opposed. Motion passed.</p>
<p>Head Start Happenings</p>	<p>Alicia reviewed Head Start Happenings: 3/17 – Mental Health & Wellness – Bags will be sent home to families and there will be activities in classrooms. 3/25 – All classes will be closed for staff training. 3/28 – BOD Meeting 4/1 – 8am-9am Ed. Advisory Meeting</p>	
<p>School Readiness Report</p>	<p>Laura reviewed the most current School Readiness data. She said assessments are done three times per year. Percentages of children meeting expectations appear to decrease as children get older and expectations become more specific. This is the first year we have been able to use ELA all year and in-person. We will analyze the data and make any changes needed. This could be staff training on activities to help children succeed. There are 5 School Readiness Goals in the School Readiness Goals & Action Plan. The data is used to see where children are in relation to benchmarks within the goals and their domains. We are hoping to see improvement in the Spring data.</p>	
<p>HS Acronyms</p>	<p>Alicia sent out a document with common acronyms used within HS. This may be helpful when looking over documents that might use some of the acronyms.</p>	
<p>Old Business</p>	<p>None.</p>	
<p>Personnel Update</p>	<p>Linda said since the last meeting there has been one terminated employee, zero resignations, and three new hires: a part-time Classroom Support, part-time</p>	

<p>Next Meeting</p> <p>Meeting Adjourned</p>	<p>Classroom/Bus Aide, & Resource Assistant at Shriver. We are hoping to fill the HB Teacher and Classroom/Bus Aide at MLK by the end of the week. Open positions include: FA at Shriver, Teacher Assistant at Elgin, 2's Teacher at Shriver, and 2 bus drivers. Interviews will be scheduled over the next few weeks.</p> <p>April 11, 2022 – 5pm – virtually.</p> <p>The meeting was adjourned at 5:52pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Agenda March 14, 2022 - 021422 Policy Council Meeting Minutes - PC Treasury March 14, 2022 - Selection Criteria 2022 - Recruitment Plan 2022 - HSWC 2021-2022 01 January Monthly Report - Head Start Acronyms - Jan 22 HS and EHS Combined Budget – PC 	<p>Motion to adjourn made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed</p>
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