

## Head Start of Washington County Policy Council Meeting Minutes

Date: November 14, 2022

**Council Members Present:** Elizabeth Howe, Tonnie George, Lauren Row, Lacey Appiah, Brandy Hargett-Shrader, & Shirley Throne

**Council Members Absent:** Tamara Lloyd Owens, Deltoria Gallant

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

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	The meeting was called to order at 5:15pm.	
<b>Roll/Quorum</b>	Alicia took roll call. A quorum was met.	
<b>Minutes</b>	The minutes from the October meeting were reviewed. There were no corrections or changes.	Motion to approve October minutes made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
<b>Treasurer's Report</b>	The Treasurer's Report was reviewed.	Motion to approve Treasurer's Report made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
<b>Director's Update Monthly Report</b>	Vicki reviewed the first Monthly Report for the 22-23 Program year. We were 37 under-enrolled for HS, most of which are at MLK. We are fully enrolled for EHS. The Wait List for both HS & EHS continues to grow. Homeless numbers are consistent with past numbers. Attendance for September was good, although we have seen some sickness already. Bus numbers are now back to pre-COVID levels as well.	Motion to approve Monthly Report made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.

<p><b>Finance Report</b></p>	<p>Vicki reviewed the report through the end of September. We are <math>\frac{3}{4}</math> of the way through our fiscal year, which ends 1/31/23. In-Kind is still under budget as we still do not have volunteers in centers. We will be requesting a waiver. CRSSA Funds – These have been fully spent as of the end of August. ARP Funds – This must be spent by the end of March, we have 60% left. Much of the remaining is being used for approved projects, including; playground replacement, Noland bathroom renovation, and Socialization &amp; office space at Shriver. It will also be used for staff retention awards.</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><b>Head Start Happenings</b></p>	<p>Alicia gave the run down for November: 11/23 – All classes closed, except for Elgin. 11/24-11/25 – Thanksgiving Break 11/28 – BOD Meeting</p>	
<p><b>New Business Parent Concerns Procedure</b></p>	<p>Alicia said we reviewed this in June so it can be put in the Parent Handbook. It is in the Shared Governance Plan and Performance Standards that all PC members are familiar with it so she is sharing it with the new PC.</p>	
<p><b>Impasse Procedure</b></p>	<p>Alicia explained the Impasse Procedure These are the procedures to follow in the event that the BOD votes one way and the PC votes the other way. We will review this closer to the end of the school year to see if any changes need to be made.</p>	
<p><b>Mental Health Services (staff &amp; child support, resources, procedures, etc.)</b></p>	<p>Jennifer Barrett discussed HSWC mental health services. She reviewed the PBIS Initiatives and our motto (Be Kind, Be Safe, Be Positive).</p>	

<p><b>School Readiness Goals/School Readiness Report</b></p>	<ul style="list-style-type: none"> <li>- Big Bees were made at the recent Bee Thankful Event and will be displayed at each center.</li> <li>- 5 Big Bang Strategies – 5 to 1 Deposits – Saying 5 positive things to children for every demand or negative intervention. We are working on this in classrooms and helping staff make this part of their routine.</li> <li>- Discussed Dr. Geis’ role in our program.</li> </ul> <p>Laura said, as an agency, we are required to have School Readiness Goals. The ELOF (Early Learning Outcomes Framework), which contains 5 domains of learning is our basis for this. For each domain, we set up a goal and set benchmarks to reach. We track the children’s progress three times per year so we can make any necessary changes. We also set a School Readiness Plan for everything we’re doing in classrooms, with families, etc. for every goal. PCFE – Parent Family Community Engagement goals are also part of the plan.</p>	
<p><b>Self-Assessment Review</b></p>	<p>Erica said Self-Assessment is required as part of our Performance Standards. It is completed annual and is an ongoing process of continual quality improvement. The 2022 highlights were reviewed. These included retention incentives, health insurance cost savings, tech upgrades for staff surveys, data sharing improvements, wellness initiatives, return to in person events for families and implementation of the 5 Big Bang Strategies to assist in classroom dynamics.</p>	
<p><b>PIR Update</b></p>	<p>Vicki reviewed the PIR (Program Information Report) summary for the</p>	

<p><b>Old Business By-Laws, Confidentiality Policy, Standards of Conduct, &amp; Conflict of Interest</b></p>	<p>2021-22 school year. This report contains a lot of data including enrollment numbers, demographics, homeless numbers, disability information, health data, etc.</p> <p>Alicia said we went over these documents at the last meeting. They were all sent out to PC members and approved via electronic vote on 10/25/22. Alicia will send the documents out for signatures &amp; asked that PC members review, sign, &amp; send back.</p>	
<p><b>One Time Funding Request Vote</b></p>	<p>An electronic vote regarding the request for One Time Funding, as discussed in the last meeting, was requested on 10/24. The motion was approved.</p>	
<p><b>Personnel Update</b></p>	<p>New Hires: 2 substitutes, 1 MLK TA, 1 full-time Bus Driver, &amp; 1 part-time Shriver Classroom Support</p> <p>Projected Staff Transition: 1 full-time Permanent Substitute will complete 90-hr coursework &amp; start in TA position.</p> <p>Open Positions: 1 full-time Bus Driver, 1 Shriver EHS Teacher, 1 Shriver Classroom/Bus Aide, 1 full-time/part-year MLK FA, 1 MLK Cook, &amp; 1 part-time/full-year Permanent Substitute</p>	
<p><b>MSDE Accreditation Updates</b></p>	<p>Laura explained the process of MSDE accreditation and why it is important, especially in our partnerships with MSDE and WCPS.</p> <p>- Noland's validation visit was 10/13. They received a Decision 2, which means there are some areas to work on. We have 12 months to complete these but have a plan</p>	

	<p>in place to be done by March. We will then request another visit to follow-up.</p> <ul style="list-style-type: none"> <li>- Elgin’s validation visit was 10/14. They received a Decision 1, which means they are accredited through 2025.</li> <li>- MLK &amp; Shriver are in the last stages of getting all their documents in place and preparing classrooms. We will submit for a validation visit by the end of November.</li> </ul> <p><b>Next Meeting</b></p> <p>Next meeting: December 5, 2022 @ 5pm – Virtual</p> <p><b>Meeting Adjourned</b></p> <p>The meeting was adjourned at 6:02pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> <li>- 101722 Policy Council Minutes</li> <li>- PC Treasury November 14, 2022</li> <li>- Copy of Sep 22 HS and EHS Combined Budget – PC</li> <li>- HSWC 2022-2023 08 August Monthly Report</li> <li>- J3 Parent Concerns Procedure 2022</li> <li>- J4 Impasse Procedure 2022</li> <li>- PD Day Self-Assessment Slide</li> <li>- SR Goals and Action Plan 22-23</li> <li>- SR Goals and Action Plan 22-23Domains</li> <li>- Staff Meeting Accreditation Status</li> <li>- Agenda November 14, 2022</li> </ul>	<p>Motion to adjourn made by Lauren. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.</p>
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