

Head Start of Washington County Policy Council Meeting Minutes

Date: October 16, 2023

Council Members Present: Tamara Lloyd Owens, Aleasa Price, Shirley Thorne, Melissa Caudell, Lacey Appiah

Council Members Absent: Stephanie Jenkins, Casey Jones, Elizabeth Howe

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

Subject	Discussion	Action
<u>Voting of Officers</u>	Prior to the meeting, a vote for officers was held so the meeting could commence. * Chair – Melissa Caudell * Vice-Chair – Tamara Lloyd Owens	Both Melissa & Tamara were voted in their respective offices unanimously.
<u>Call to Order</u>	The meeting was called to order at 6:12pm.	
<u>Roll Call/Quorum</u>	Alicia took roll. A quorum was met.	
<u>Vote-Community Reps</u>	Lacey Appiah was voted in as a Community Representative.	Voice vote. All in favor.
<u>Review of Minutes</u>	The minutes for September were reviewed. There were no changes.	Motion to approve the September minutes made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer's Report</u>	The Treasurer's Report was reviewed.	Motion to approve the Treasurer's Report made by Lacey. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<u>Rhonda Smith – Director of Finance Vocabulary List</u>	Rhonda reviewed the finance vocabulary list of terms we use throughout the year.	
<u>Finance Report</u>	Rhonda reviewed the Finance Report through the end of August. She stated the HS fiscal year runs 2/1-1/31. We have been awarded our COLA & QI. We requested a one-time program funding grant and were awarded these funds. This will help with the MLK playground, and possible parking lot repair @ Shriver & Memorial roof. Rhonda explained in-kind and how it is calculated.	

<p><u>Refunding Application</u></p>	<p>We are currently below where we were at this time last year. We are looking at implementing strategies to increase our volunteer hours. Laura discussed the OCC change in regulations for in-person volunteers and how that impacts us.</p> <p>Vicki reviewed the Refunding Application that is due annually on November 1. The Refunding Application Narrative contains a summary of information on everything about HSWC, including but not limited to: Program Goals, BOD, PC, School Readiness Goals, statistics of our area, needs of children & families, census data, WCPS Pre-K & how it has affected us, community health, curriculum, CLASS, PBIS, health initiatives, family engagement, services for children with disabilities, transportation, etc. Our Change in Scope is also included.</p> <p>Rhonda spoke about the Refunding Application Budget. The biggest changes were with salary and fringe. Elgin is funded by HS & State of MD, CCS. More funds are now coming from the latter. Rhonda went over a chart comparing this year's budget to the projected budget for next year, including the Change in Scope. With increase in budget comes in increase in In-Kind.</p>	<p>Motion to approve the Finance Report made by Shirley. Seconded by Aleasa. No discussion. All in favor. None opposed. Motion passed.</p>
<p><u>Director's Update Monthly Report</u></p>	<p>Vicki reviewed the Monthly Report through the end of August. We were under-enrolled in EHS due to loss of a HB teacher. Overall number will look different for new program year due to the CIS. Drops are always high in August as children move to Pre-K. Wait List numbers increased. Applications given out and received also increased. We always aim for 85% attendance at all centers. We are pushing attendance this year as we are post-COVID. Volunteer Hours were low but we are hoping to see that increase as we begin to promote this with parents and staff.</p>	<p>Motion to approve the Refunding Application made by Aleasa. Seconded by Lacey. No discussion. All in favor. None opposed. Motion passed.</p> <p>Motion to approve the Monthly Report made by Tamara. Seconded by Lacey. No discussion. All in favor. None opposed. Motion passed.</p>

<p><u>PIR Summary</u></p> <p><u>2023-24 PC Program Governance Training:</u></p> <p><u>BOD</u></p> <p><u>Erica Parrotte – Director of Programming ERSEA</u></p> <p><u>Enrollment Fraud</u></p> <p><u>Program Governance and Shared Decision Making</u></p> <p><u>Performance Standards</u></p> <p><u>Timeline</u></p>	<p>The Program Information Report is done every August for every HS program across the country. Vicki reviewed what our PIR looked like last year and what data was submitted.</p> <p>Vicki discussed our current BOD and who sits on the board. We are required by the Office of Head Start to have an attorney, early childhood representation, & fiscal representation.</p> <p>Erica said ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, & Attendance. The ERSEA Committee meets annually to discuss community needs and recruitment plans. Erica described eligibility determination and how children are selected. We are required to do staff and governing body training annually on ERSEA.</p> <p>This states that we are not intentionally violating federal or program eligibility determination regulations. Staff can face disciplinary action if this were to occur. It also applies to governing body members.</p> <p>Alicia shared information regarding the governing bodies of HS and how the PC and BOD interact.</p> <p>Alicia distributed the PC Resource & Reference Book that includes the Performance Standards for program governance.</p> <p>Every month we have specific things we need to bring to the PC. Alicia shared the current timeline so members would understand the progression of the meetings.</p>	
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<p><u>By-laws/Quorum (Importance)</u></p>	<p>Alicia sent By-Laws out prior to the meeting. She explained their importance as well as the need for quorum to do business.</p>	
<p><u>Head Start Acronyms</u></p>	<p>This is a brief description of the acronyms we at HS often use. Members should feel free to ask questions about anything they don't understand.</p>	
<p><u>About Head Start (HSWC – Our Mission, Our Vision, Our Values, Our Goals)</u></p>	<p>Alicia reviewed the HSWC Mission, Vision and Values as well as our program goals. This information is also on the HSWC website.</p>	
<p><u>Composition</u></p>	<p>Policy Council composition was explained including the formula for how many representatives are from each site and how our different program options are included.</p>	
<p><u>Impasse Procedure</u></p>	<p>The Impasse procedure was also reviewed last month. It is the plan we have in place if the BOD & PC disagree on a particular item.</p>	
<p><u>Ground Rules</u></p>	<p>Ground rules for conducting efficient and effective meetings were reviewed.</p>	
<p><u>Linda Blontz – Director of Human Resources Hiring/Termination Procedures</u></p>	<p>Linda explained the process for hiring staff positions and how PC is involved. Linda described the interview, observation, & reference check process. Once a position is offered & accepted then background checks, non-evasive physicals, & TB tests are conducted. These must be completed prior to the new hire starting. We have progressive discipline in regards to termination. We try to do a performance improvement plan before terminating an employee but there is immediate termination in certain situations, which are shared with staff during orientation. Monthly staffing summaries are shared with PC.</p>	

<p><u>Personnel Updates</u></p>	<p>Linda gave the Personnel Update.</p> <ul style="list-style-type: none"> • New Hires – 1 Shriver Classroom/Bus Aide, 1 Elgin Classroom Support • Open Positions – 1 Part-Year/Part-Time Classroom Aide • Terminations – 1 EHS Teacher, 1 HS Teacher 	
<p><u>Organizational Chart</u></p>	<p>Linda shared the Organizational Flow Chart, representing the chain of command at HS.</p>	
<p><u>Personnel Policy Updates</u></p>	<ul style="list-style-type: none"> • Appearance and Dress – Updates made to address some specific types of dress. • Employee Gym Membership or Personal Trainer Reimbursement - Added, "Per the IRS this reimbursement is considered standard taxable income to the employee and is subject to withholding and all applicable payroll taxes." • Employee Tuition Program - <ul style="list-style-type: none"> * With tuition increasing & staff using the program we have changed the amount HS will contribute. For tuition, up to \$2K per semester. For books, up to \$400 per semester. * We have more TAs working toward their CDA. Staff have 1 year from date of hire to achieve their CDA. The agency will pay for this certification. • Equal Employment Opportunity Statement - Added: HSWC is committed "to providing an environment of equal employment opportunity where diversity, equity, and inclusion are valued." 	
<p><u>Laura Harbaugh – Direction of Education MSDE Accreditation/PBIS</u></p>	<p>We maintain MSDE Accreditation at all of our sites. All were delayed during COVID but visits happened near the end of the 2022-23 program year. Elgin, MLK & Noland have all been reaccredited. Shriver is waiting for a follow up visit in early November.</p>	<p>Motion to approve the Personnel Policy Updates as presented made by Aleasa. Seconded by Lacey. No discussion. All in favor. None opposed. Motion passed.</p>

Introduce Education Service Area

PBIS stands for Positive Behaviors Interventions & Supports. Laura shared slides on the pyramid model for challenging behaviors. The bee is our mascot. PBIS is implemented program-wide. Our PBIS slogans are: Be Kind, Be Safe, Be Positive.

There are four Early Childhood Managers, who are also the site supervisors/directors. The Developmental Services Manager is responsible for our children with disabilities and our DLL program. The Behavioral Health Manager is responsible for our PBIS initiative, works with our mental health consultant, & schedules parent meetings. The Early Childhood Professional Development Manager is responsible for assisting staff with obtaining their CDA's, coaching, classroom observations, & assists ECM's with caseloads.

Our EHS classrooms use Creative Curriculum and our HS classrooms use Children Discover Their World. Our HB program uses Parents as Teachers. We assess children using Teaching Strategies Gold in our EHS classrooms and the Early Learning Assessment in our HS classrooms.

All of our sites are licensed by the Office of Child Care and accredited by the MSDE. We also participate in the EXCELS Program, which is a rating system. All of our centers are rated 5 except for Shriver, which is waiting on that visit.

School Readiness Report

Laura reviewed the final data report for the 22-23 program year and discussed what the scores mean. We had 61 children transition to Kindergarten.

<p><u>Next Meeting</u></p> <p><u>Meeting Adjourned</u></p>	<p>Next meeting: November 13, 2023 @ 5:30pm – In-Person</p> <p>The meeting was adjourned at 8:08pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> - Training Agenda 10-16-23 - 091823 Policy Council Minutes - PC Treasury October 16, 2023 - Copy of Aug 23 HS and EHS Combined Budget PC - Definitions for Policy Council 2023 - HSWC 2022-2023 08 August Monthly Report - 2022-2023 PIR Summary - Board of Directors with Images Revised Sept 2023 - 23-24 ERSEA Pre Service Document - HS Program Governance Reference Book - Policy Council Timeline 2023 - PC By-Law 2023 Updated - Head Start Acronyms - About HS 2023 - Policy Council Composition 2023-24 - Impasse Procedure 2023 - Policy Council Ground Rules - Org Chart 8-2023 - Parliamentary Procedure 2021 - Education Service Area Overview Oct 23 - 2022-2023 School Readiness Report - Appearance and Dress 9-2023 - Employee Gym Membership or Personal Trainer Reimbursement 9-2023 - Employee Tuition Program 9-2023 - Equal Employment Opportunity Statement 9-2023 	<p>Motion to adjourn made by Lacey. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.</p>
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