

**Polk County Schools
Head Start Policy Council Minutes
Wednesday, September 9, 2026
Stearns Education Center & Virtual**

Meeting Call to Order

The meeting was called to order at 12:01 pm by Margit Nelson. A quorum was present and maintained throughout the meeting.

Welcome and Introductions were made

Members in attendance: Margit Nelson, Cindy Allen, Ana Najera Garcia, and Elizabeth Burnett Virtually: Shayana Koone

Staff in attendance: Lori Byars, Jan Crump, Debbie Lovelace, Shelley Upton, Lisa Brown, and Amy Scott

What is the Head Start Policy Council?

The information sheets were reviewed and questions entertained.

Election of New Members

Elizabeth Burnett moved to approve the new members and Ana Najera Garcia seconded the motion; it carried.

Election of Chair, Vice Chair, and Secretary - tabled to October meeting

Code of Conduct

Members were asked to review, sign, and return the Head Start Code of Ethical Conduct to Amy Scott at the meeting's end.

Approval of Minutes

The Minutes of the May 13, 2026 Meeting were reviewed. Ana Najera Garcia moved to approve the minutes and Elizabeth Burnett seconded the motion. The motion carried unanimously.

Review of Head Start Policy Council Procedures - Procedures were reviewed.

Reports and Information

The Program Summary Reports for May 2026 and August 2026 were reviewed and each County Office Staff spoke to their section and answered any questions that arose.

Financial Reports

Credit Card Reports

Debbie Lovelace explained the budget reports and the credit card expenditures for the beginning of the year.

New Business

- Two visits from NCDCEE: Polk Central and Sunny View, awaiting visits at Forbes and Saluda
- PIR was submitted in August

Future meetings date and time

Wednesday, October 7 at 12:00pm

Adjournment

Cindy Allen moved to adjourn, Ana Najera Garcia seconded. The meeting was adjourned at 12:49 pm