

**Head Start Policy Council**  
**October 18, 2022 Noon**  
**Virtual/Stearns Education Center**

**Attending:** Philicia Pace (parent, Sunny View Elementary), Kailee Epley (parent, Tryon Elementary), Alicia Avellaneda (parent-Polk Central), Avery Reel (Polk County Health Department), Calan Halford (Polk County DSS)

**Others Present:** Kathy Harding, Amanda VanDuyne, Debbie Lovelace, Jan Crump, Xan Morse, Lisa Brown, Courtney Edney

**Call Meeting to Order:** Mrs. Crump, acting moderator, called the meeting to order at 12:07pm.

**Welcome and Introductions:** Ms. VanDuyne welcomed everyone. All members introduced themselves and shared what school or organization they represented.

**Robert's Rules of Order:** An information sheet about Robert's Rules of Order was included in member packets. Ms. VanDuyne briefly reviewed the information and explained how Policy Council meetings were conducted.

**Approval of September 21, 2022 minutes:** A copy of the minutes from the September meeting was included in member packets. Mrs. Crump asked for a motion to approve the minutes. Mrs. Epley made a motion to approve the minutes and Mrs. Pace seconded. The vote was unanimous to approve the minutes.

**Election of Officers:** Ms. VanDuyne told members that a chairperson, co-chair and secretary needed to be elected. She shared briefly the responsibilities for each position. She asked if there were any volunteers for the offices. Mrs. Epley said she would be willing to serve as chairperson. Mrs. Avellaneda volunteered to be co-chair. Mrs. Pace volunteered to be secretary. Mrs. Harding explained that the group had to vote to approve each position individually.

Mrs. Crump asked for a motion to approve Kailee Epley as chairperson of Policy Council for the 2022-2023 school year. Mrs. Halford made the motion and Mrs. Pace seconded. All voted to approve.

Next, a motion was requested to approve Alicia Avellaneda as co-chair. Mrs. Epley made a motion and Mrs. Pace seconded. The vote was unanimous to approve.

Finally, Mrs. Crump asked for a motion to approve Philicia Pace as secretary. Mrs. Avellaneda made a motion to approve and Mrs. Epley seconded. All voted in favor of approving.

**Reports/Information:** The preschool program monthly report was included in member packets. Ms. VanDuyne told members that enrollment had increased by six children from August to

September. She said there are currently 80 Head Start students enrolled and 86 NCPReK students enrolled. The program needs five more students for the NCPReK slots to be fully enrolled. Ms. VanDuyne said attendance was very good for the month of September.

For the Family Services report, Ms. VanDuyne said she had received a lot of phone calls about enrolling new students but most were for three year olds. Currently, there is a waiting list for all remaining three year old students. She stated she had attended some community meetings and was working on getting more services for families. She also stated she hopes to start Parent Cafe gatherings in the next few weeks.

Mrs. Edney shared an update on health services. The dental bus has visited each site except Polk Central and will be seeing those students next week. She said all students had done well with the exams. She explained that the bus will return in January to provide any needed services. She told members that she has finished vision and hearing screenings and is in the process of following up with parents for those needing a vision referral. She is also trying to obtain lead level information for students who did not have this information on their health assessment.

Ms. Brown told members she spent time at the beginning of the month at Forbes Preschool, helping classes get their daily routines established and building relationships with the students. She was also able to help at Saluda by completing the ECERS self-assessment while the teacher was out on leave. She has also helped in several classrooms, providing coverage while teachers complete DIAL screenings.

Mrs. Morse said she had spent the first two weeks in September in the Saluda classroom providing support and orientation to the new teacher assistant and the long term substitute. The Saluda class also went on a field trip to the apple orchard and office staff accompanied them as chaperones. She explained she has also been helping complete DIAL screenings in various classrooms. She told members classes had been participating in fun fall activities and small pumpkins had been provided for each child as well as a large class pumpkin to explore.

Mrs. Harding told members the architect contract had been approved for the new building at Tryon Elementary School; the timeline for completion and occupancy is still fall of 2023. She said she feels positivity and excitement in the air as she visits the various sites and as the program returns to a more normal post-COVID routine.

Mrs. Lovelace shared the financial report. She explained to members there is a software problem at the state level that prevented her from printing reports but they will be sent electronically as soon as possible. She said all budget items were okay and spending was where it should be for this time of year.

**Training:** A copy of the program's Head Start Policy Council Procedures was included in member packets. Mrs. Harding explained the procedures followed the Office of Head Start guidelines for Policy Council. She explained what Policy Council does, how members are

involved in program governance, budgeting and enrollment. The procedure also outlines the composition of Policy Council membership; it must be at least 51% parents versus community members. Mrs. Harding said the program tries to have 5 or 6 parent members and 4 community members. Ms. VanDuyne explained that members would be provided with a notebook of resources and tabs to keep their monthly meeting information packets. She said she would provide a notebook at the next meeting, or members could opt for a digital version if they preferred.

**New Business:** The meeting calendar was presented as part of the agenda with dates listed for the rest of the year. Meetings will generally be the third Tuesday of each month. Ms. VanDuyne told members that the schedule did have some flexibility and meeting dates can or may change as necessary.

**Old Business:** The annex at Tryon Elementary was on the agenda to be discussed as part of old business, but Mrs. Harding had given the update about the construction as part of the Program Management report.

**Comments or Questions:** Mrs. Harding asked if community members had updates to share from their agencies.

Mrs. Halford shared that vouchers for daycare are available but there are not spaces available at daycares that will accept vouchers. Mrs. Harding acknowledged that daycare is a challenge for our county and community leaders have been discussing the need and working on solutions.

Mrs. Reel stated the health department is working on a teen pregnancy support group and providing resources to teens about tobacco cessation. She shared that the health department had also worked with Polk County Schools to provide flu vaccines for staff.

Ms. Epley shared that Family Preservation is getting ready to start a substance abuse support group, but the agency is short-staffed and has had some delays in getting assessments completed. She stated that she has a vision for providing support for teen moms and hopes to work on this in the near future. Ms. VanDuyne asked what the program should do if families and children need therapy services. Ms. Epley suggested calling the Forest City office to request assistance.

Ms. Epley also said she appreciates all the preschool staff and all they do. She said it was nice, as a Policy Council member, to see how the program operates.

**Adjournment:** The meeting was adjourned at 12:53pm.

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Policy Council Secretary

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Date