

**Head Start Policy Council
November 16, 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), Donna Wood (community member-The Hope Chest), Amy Smith (WNC Source)

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

Call Meeting to Order: Ms. Epley, chairperson, called the meeting to order at 12:05pm.

Welcome and Introductions: Ms. VanDuyne welcomed everyone. No introductions were needed as all members were acquainted with one another.

Approval of October 18, 2022 minutes: Ms. Epley asked for a motion to approve the minutes from the October meeting. Ms. Avellaneda made a motion to approve the minutes and Ms. Reel seconded the motion. All voted in favor.

Reports/Information: Ms. VanDuyne shared that attendance had been good, with a couple classes below the 80% threshold required by Head Start; almost all the absences had been related to sickness. Overall program attendance remains above 85%. She stated a couple more children had been enrolled in the program but are not Head Start students since the program is already fully enrolled for Head Start. She said she had attended a task force meeting related to homelessness which helped her be more aware of available resources.

Ms. Brown told members she had helped with orientation for the new floating TA at Polk Central and Sunny View. She said she has been supporting a classroom at Polk Central and attended a meeting for a child with challenging behaviors. She has also helped with family engagement activities.

Mrs. Edney said she has completed dental exams with the tooth bus. She has been attending IEP meetings for children transitioning into the school system. She said she is finishing vision and hearing screenings including screening newly enrolled students. She explained that she has had to work at elementary schools covering for their nurses at times and she taught a CPR class for afterschool staff.

Mrs. Morse shared that DIAL developmental screenings had been completed for all children enrolled at the beginning of the year. PreK teachers attended a vertical team meeting with kindergarten and first grade teachers facilitated by Mrs. Crump with a focus on transition from PreK into kindergarten. She said PreK teachers had also participated in an all day professional development session that focused on fidelity of curriculum implementation. One PreK class

went on a field trip to the apple orchard. All classrooms were provided pumpkins for the children and had planned special activities and lessons around this. PreK classes also participated in ComMotion programs at their site; a local group provided developmentally appropriate multicultural dance and movement activities for the children. Teachers have completed their Transition Plans.

Mrs. Harding gave the Program Management report. She said the program is currently having compliance visits from the Department of Child Development and Early Education (DCDEE). Two schools have already completed these visits and did well. She said she is working on budgets with Mrs. Lovelace. She explained that the extra funding provided during COVID required some additional tracking and reports. She also shared that an outside organization is planning to offer afterschool care for PreK children and will be using space at Polk Central Elementary and Forbes Preschool. She asked members if they hear anyone talking about this or know of questions about this to please let her know.

Mrs. Harding also briefly discussed the financial report. Both the September and October financial reports and credit card reports were included in member packets. She said Mrs. Lovelace is reviewing the financial information continuously; every time an expenditure is made she reviews accounts to make sure everything is in line. She asked if there were any questions and there were none.

Old Business: None

New Business: The 2021-2022 Head Start Annual Report was included in member packets. Mrs. Harding explained this report is required by Head Start and is a snapshot of what Head Start deems important information to be shared publicly. The Annual Report is given to the Board of Education and will be posted online. The financial information present all funding sources, the Head Start expenditures and the current year's budget. Also included is an enrollment summary and the number of students receiving services for health, dental, and developmental delays. An overview of the year's assessment data is also provided.

Mrs. Harding requested approval for the Head Start Carry-Over Request. She explained that Head Start had given the program \$1.5 million to build the new building at Tryon Elementary. The program needs permission from Policy Council to carry that money over from the 2021-2022 budget period to the 2022-2023 budget period. Mrs. Lovelace explained that a construction project like this can take greater than a year to complete so it is necessary to carry those funds over. Mrs. Harding said Dr. Schweitzer, the school system's Director of Operations, is helping with the project and hopes to have it out to bid soon. Ms. Epley requested a motion to approve the Carry-Over Request. Ms. Avellaneda made a motion to approve and Ms. Pace seconded. All were in favor of approving the Carry-Over Request.

Training: A copy of the program's School Readiness Goals were provided in member packets. Mrs. Morse shared information about the goals. She explained that Head Start required each program to create school readiness goals and that these goals must be aligned with the Head

Start Early Learning Outcomes Framework and the curriculum the program uses. Polk County's goals are also aligned with North Carolina's early learning standards, Foundations. She told members the goals outline what children should be learning in each developmental domain as they move through the program. Teachers use these as a guide for lesson planning. They provide a picture of what most children should know and be able to do when leaving the preschool program to transition to kindergarten.

Ms. VanDuyne told members various program plans would be reviewed at future meetings as part of training for Policy Council members.

2022-2023 Meeting Calendar: The meeting calendar was presented on the agenda. A change had been made to the December meeting date, but after discussion it was decided that Policy Council would not meet in December.

Comments or Questions: Ms. VanDuyne asked for updates from agency representatives.

Ms. Smith said WNC Source had received their FA2 review from Head Start and the program had no findings.

Ms. Reel shared the Health Department is hoping to start a support group for moms in December. They are also planning an event at the Polk County Public Library that will include a car seat safety check and free diapers as well as other resources.

Ms. Halford said DSS has started a waiting list for daycare subsidy funds and currently have two families on the waiting list. She said Abby's Learning Academy is moving back into Polk County.

Mrs. Wood told members The Hope Chest has car seats available for families that need them. She said they are supporting ten families at Christmas and have recently helped furnish homes for two families. She also said they have some winter coats available but could use donations in this area.

Mrs. Harding shared that staff at Stearns Education Center are decorating the building for the holidays. All school employees are being invited to tour the building with their families on an evening in December, and PreK students will also participate in a field trip to tour the building and have cookies and hot chocolate and receive a book.

Adjournment: Ms. Epley requested a motion to adjourn. Ms. Pace made a motion to adjourn and Ms. Avellaneda seconded the motion. All were in favor. The meeting was adjourned at 12:52pm.

Policy Council Secretary

Date