

Head Start Policy Council Meeting Minutes

12 pm Wednesday, September 13, 2023

The Head Start Policy Council Meeting was called to order at 12:10 pm by Kathy Harding with a quorum present and maintained throughout the meeting.

Members present: Jen Thorstad, Mariela Penalzoza Valdez, Margit Nelson, Crystal Gonzalez Kathy Harding, Crystal Gonzales, Laura Jane Howald, Amy Scott, Debbie Lovelace, Kathy Harding,

Members present virtually: Calan Halford, Kailee Epley

Welcome and introductions were made.

Training

What is Head Start Policy Council information was distributed and reviewed. Information shared about Policy Council notebooks.

Elections were held

Crystal Gonzalez moved to elect Jen Thorstad as Chair. Kailee Epley seconded the motion and it carried unanimously.

Crystal Gonzalez moved to elect Mariela Penalzoza Valdez as Secretary. Margit Nelson seconded the motion and it carried unanimously.

Crystal Gonzalez moved to elect Kailee Epley as Vice-Chair. Kailee Epley seconded the motion and it carried unanimously.

The Code of Ethical Conduct was distributed to all members present. Kathy Harding explained it and all members signed.

Approval of Minutes

Minutes from the meeting held on May 15, 2023 were reviewed. Margit Nelson moved to approve them. Jen Thorstad seconded. There was no discussion. The motion carried.

Minutes from the meeting held on June 26, 2023 were reviewed. Jen Thorstad moved to approve them. Crystal Gonzalez seconded. There was no discussion. The motion carried.

Review of Head Start Policy Council Procedures

The members reviewed the procedures including the necessity of 4 voting members at each meeting to make a quorum.

Reports and Information

The August Preschool Monthly Report was shared by the head of each program.

Kath Harding, Director, spoke about the new building and the smooth transition of the new school year.

Amy Scott, Family Services Specialist, shared enrollment and back to school activities.

Laura Jane Howald, Education Specialist, spoke to guest speakers at professional development and our new curriculum.

Reports were made by Amy Scott for the areas of Health and Classroom Support in the absence of Courtney Edney, School Nurse and Lisa Brown, Classroom Support Specialist.

Crystal Gonzalez shared happenings at the Polk County Health Department

-WIC now available by phone, moving to telehealth platform

-car seat program still available

-diaper program

-new prenatal vitamin program coming soon

Margit Nelson shared WNC Source news about the new building (completion January 2025) for 0-3 yr olds here in Polk County they will begin with 3 early Head Start classrooms for 24 children. She also addressed the continued struggle in neighboring counties to hire qualified early education teachers.

The Financial Report and the Credit Report were shared by Debbie Lovelace.

New Business

New Preschool Building A drone video was shown of the progress on the new building at Tryon Elementary. There was also a slide of the floor plan and outside playground areas. It is coming along and may be ready to move classrooms in February.

Monthly meeting day and time Crystal Gonzalez moved that meetings be held the second Wednesday of each month at noon. Mariela Penalosa Valdez seconded the motion. There was no discussion and the motion carried.

Jen Thorstad moved to adjourn the meeting at 1:13pm, the motion carried.