

Head Start Policy Council Meeting Minutes **12 pm Wednesday, October 11, 2023**

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

Members present: Jen Thorstad, Margit Nelson, Crystal Gonzalez, Kailee Epley, Michael Meissner, Donna Wood, Kathy Harding, Jan Crump, Courtney Edney, Laura Jane Howald, Amy Scott, Lisa Brown

Members present virtually: none

Welcome and introductions were made.

Approval of Minutes

Minutes from the meeting held on September 13, 2023 were reviewed. Michael Meissner moved to approve them. Kailee Epley seconded. There was no discussion. The motion carried.

The Code of Ethical Conduct was distributed to all members who were not present, in-person, at the September meeting. Kathy Harding explained it and all new members signed.

Review of School Readiness Goals

The members reviewed the School Readiness Classroom-Family Partnerships 2023-2024 document. It was presented by Laura Jane Howald with new sections highlighted in red. In November, the Classroom School Readiness Goals will also be presented and the two documents will be discussed, changes made and voted on.

Members were asked if the document has what is needed and if it is easy to read. For planning purposes, the goals are adjusted based on data and in November the current assessment data will be presented in order to generate specific classroom goals.

Michael Meissner raised a question about individualized goals for children. Laura Jane explained the child individualization that takes place within each classroom.

Reports and Information

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

Kath Harding, Director, spoke about the new building progress and when it is ready in the Spring, classes will be moved in. A question was raised about the car line and there was discussion about figuring out the details and particulars when the move-in date is closer.

Kathy also touched on the upcoming Program Review. We will most likely get a 45 day notice. There is a Policy Council component and Margit Nelson, whose program recently went through the review process, spoke to questions asked of Council members at her site. She specifically mentioned disability services, developmental screening, transition to kindergarten, dual-language learners, and father involvement.

The November Policy Council meeting will focus more on the review.

Amy Scott, Family Services Specialist, shared attendance details, Fall field trip information and family engagement activities, as well as information about local collaborative and resource groups she is part of including the homeless coalition.

Lisa Brown, Support Coach spoke about activities she has been helping both students and teachers with and the purchase of new materials.

Laura Jane Howald, Education Specialist, highlighted weekly support happening in classrooms, behavioral/developmental screening complete for 100% of children, and upcoming professional development opportunities and training being held this month.

Kathy Harding spoke to the Health area in the absence of Courtney Edney, School Nurse. Dental screenings have been done with the Blue Ridge Dental Bus, handwashing lessons in every classroom, and her attendance at IEP meetings each week.

Crystal Gonzalez shared resources provided by Polk County Health Department

-WIC automatically available for all homeless children under age five

-car seat program still available

-diaper program

Donna Wood shared information about resources The Hope Chest provides to families in the community, including clothing and food.

The Financial Report and the Credit Report was part of the shared information.

New Business

Carryover request

Need to approve the 7-1-23 to 6-30-24 budget request without an actual dollar amount, due to changes. Margit Nelson moved to accept. Michael Meissner seconded the motion. There was no discussion and the motion carried.

Head Start Annual Report 2022-2023

The Annual Report was presented by Kathy Harding and discussed. The main goal is to show that our program is removing barriers for families to be successful in the school system. The various sections were looked at, including the data on child assessment.

Next meeting day and time

Wednesday, November 8, 2023 note: this meeting will be held in the upstairs meeting room.

Michael Meissner moved to adjourn the meeting at 1:06 pm, the motion carried.