

## **Head Start Policy Council Meeting Minutes 12 pm Wednesday, November 8, 2023**

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

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

Members present virtually: Donna Wood

**Welcome and introductions** no new members present today.

### **Approval of Minutes**

Minutes from the meeting held on October 11, 2023 were reviewed. Michael Meissner moved to approve them. Crystal Gonzalez seconded. There was no discussion. The motion carried.

### **Reports and Information**

The October Preschool Monthly Report was shared by the head of each program. Kath Harding, Director, spoke about attendance. It is great right now, however sickness is out there. Reports of RSV and flu are beginning to show up. The children and staff are consistently washing hands. Head Start enrollment has stayed steady at 80 children. The new building construction remains ahead of schedule. Head Start has contributed 1.5 million dollars toward the building.

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

Lisa Brown, Support Coach, spoke about the Trauma Informed Practices presentation the district had at the High School on our October workday, field trips and activities she has participated in and the purchase of new materials.

Courtney Edney, Preschool nurse, informed the Council about new sanitizer and disinfectant sprays purchased for classroom use. She also attended the School Health Advisory Meeting in October.

Laura Jane Howald, Education Specialist, highlighted weekly support happening in classrooms, online and in-person training the staff has been attending along with the data report of the hundreds of hours of attendance since August. She also spoke to the newly drafted School Readiness Plan and the School Readiness Committee's upcoming meetings in December, February and May, after each TSG checkpoint, when assessment data is available to review.

### **The Financial Report and the Credit Report**

Debbie Lovelace spoke on the fiscal and credit card reports specific to Head Start and the new building. Kathy also added that in our Policy Council Procedures it states that parents who attend meetings will be offered a 10 dollar gas card per meeting. Amy will send this information out and we can request these as needed.

### **New Business**

Head Start Review information shared by Kath Harding:

Conferenced with the head of the review team the Policy Council meeting time is 12 noon on Wednesday, December 6th. There will need to be at least 3-4 present and the meeting will last 30-45 minutes.

Documents presented to add to binders:

#### **Head Start T/TA Plan/Program Goals 2023-2024**

Reviewed and discussed by staff

#### **Head Start Community Assessment Summary 2023**

Reviewed and discussed by staff

#### **Head Start Self Assessment Summary and Improvement Plan 2023**

This will be reviewed and discussed at the November 29th meeting along with the extended time for questions about the other documents, review questions, and the **School Readiness Document**

### **Old Business**

#### **School Readiness Plan 2023-2024**

The new document was projected on the screen and Laura Jane Howald reviewed the highlights. Michael Meissner had some questions and suggestions surrounding examples of specific skills, schedules, and/or information to add to the plan.

### **Next meeting day and time**

Wednesday, November 29, 2023 at noon

Michael Meissner moved to adjourn the meeting at 1:15 pm, the motion carried.