

Head Start Policy Council Meeting Minutes **12 pm Wednesday, January 10, 2024**

The Head Start Policy Council Meeting was called to order at 12:06 pm by Jen Thorstad with a quorum present and maintained throughout the meeting.

Members present: Mariela Peñaloza Valdez, Margit Nelson, Crystal Gonzalez,

Members present virtually: Jen Thorstad, Michael Meissner, Teon Mullins, Donna Wood, and Calan Halford

Welcome and introductions

Brief introductions were made, welcome to Renee Souther, the new preschool nurse.

Approval of Minutes

Minutes from the meeting held on November 8, 2023 were reviewed. Michael Meissner moved to approve them. Crystal Gonzalez seconded. There was no discussion. The motion carried. Minutes from the meeting held on November 29, 2023 were reviewed. Crystal Gonzalez moved to approve them. Mariela Pelaloza Valdez seconded. The motion carried without discussion.

Code of Conduct for new members - Renee Souther signed this earlier today

Reports and Information

The December Preschool Monthly Report was shared by program managers..

Kathy Harding, Director, spoke about attendance. It is still great in spite of sickness. Head Start enrollment has stayed steady at 80 children. The new building construction remains ahead of schedule and the contractor expects to be finished by the end of February. Classrooms are expected to be in the new space after Spring Break.

She has also begun the process of writing a one-time Head Start grant for new playgrounds at the Polk Central, Saluda, and Sunny View sites.

Kathy also mentioned that whole school activities and field trips, when age-appropriate, include Preschool children and there is one this spring at Sunny View.

Amy Scott, Family Services Specialist, talked about winter family engagement activities, information about the Head Start Review, and attendance.

Lisa Brown, Support Coach, spoke about the Review, assisting in the classroom for LETRS training coverage, and helping with family engagement events.

Kathy Harding did the Health and Safety update and spoke to the hand washing activities nurse Courtney does in the classrooms, sanitation inspection completion at each school, and the transition of the position to Miss Renee.

Laura Jane Howald, Education Specialist, discussed our Fall TSG parent-teacher conferences and data analyses. She also informed us about the CLASS observation videos which are part of the FA2 Review. They are scheduled to take place January 24 - March 12. Videos will be taken, sent in, scored, and then destroyed.

The Financial Report and the Credit Report

Debbie Lovelace reviewed the December fiscal data and credit card reports specific to Head Start and the new building.

New Business

Kathy Harding discussed how the budget cycle and process works for Head Start. The monthly duties were outlined and the final proposal will be presented and voted on at the March meeting. In February the self assessment, community assessment, program goals, and T/TA plan will be finished and the budget line items finalized.

Old Business

Policy Council Parent Member Gas Card Reimbursement procedure was discussed and described.

School Readiness Goals: this item will be tabled until the February meeting after the School Readiness goals Committee meets on January 17th.

Questions

Information was sought on the status of a new daycare in Polk and there were no new updates or information.

Margit Nelson reported the new WNCSource Early Head Start Center is underway in hopes of opening December- 2024 or January 2025

Coats of any size can still be donated to Donna Woods for the outreach she provides through the Hope Chest.

Next meeting day and time

Wednesday, February 14, 2024 at noon

Michael Meissner moved to adjourn the meeting at 12:39 pm, the motion carried.