

Polk County Schools
Head Start Policy Council Meeting Minutes
Wednesday, May 8, 2024 12 pm
Stearns Education Center & Virtual

The Head Start Policy Council Meeting was called to order at 12:02 pm by Jen Thorstad.

Members present: Mariela Penaloza Valdez, Michael Meissner, Crystal Gonzalez

Attending virtually: Jen Thorstad, Calan Halford

Approval of Minutes

April 10, 2024 minutes were reviewed. Crystal Gonzalez moved to approve. Michael Meissner seconded the motion. The motion carried.

Code of Conduct for new members

There were no new members present.

Reports and Information

The **April Preschool Monthly Report** was shared by program managers:

Amy Scott, Family Services Specialist, continues to work on enrollment for next year. We have been doing some extra Tryon and Saluda recruitment activities. Attendance numbers continue to be strong. Parent surveys were sent out electronically, with a few paper ones requested. The butterfly take-home activities and hatching projects in the classrooms were part of the April curriculum. The Spring Family Resource Fair, NAEYC Week of the Young Child, and Transitions Fair were all attended in April.

Kathy Harding, Preschool Director, gave a report for Lisa Brown, Support Specialist. She has continued to support students and teachers with extra needs in the classrooms and attend family engagement events at the various schools. She attended the Spring Family Resource Fair and assisted in the Week of the Young Child events. Kathy also gave a building update. There have been a few minor delays but the project will be closed out in June and the building ready for children in August. The furniture delivery date is now May 15th. The 2024-2025 Head Start Continuation Grant was submitted and work is on-going on the overall Pre K budget for 2024-25.

Renee Souther, Health and Safety Coordinator, sent letters with attached health assessments and immunization status of the children to all families. She has been completing final medication audits for the year. She trained new staff on CPR/First aid, medication administration and health and safety information, as well as, attended referral, eligibility, and IEP meetings.

Laura Jane Howald, Education Specialist, reviewed the CLASS results from our Head Start Review in comparison to National averages. The focus was on the sections that were slightly below the National averages. Discussion was had over the CLASS tool, coding the videos, the procedure, and how the data will be used to drive training and technical assistance and professional development.

The Financial Report and the Credit Report

Debbie Lovelace reviewed the April fiscal data and credit card reports specific to Head Start and the new building. The only Head Start money left is playground money. Building money has been spent. There is Dogwood Trust money for playground and classroom furniture to be spent soon.

New Business

Laura Jane Howald shared the upcoming Professional Development plans for the 2024-2025 school year.

Old Business

Progress on the Family Survey return rate. Now at 20%.

Announcements

Thank you to all who served this school year! Have a fantastic summer!

Next meeting date and time

Wednesday, September 11, 2024 at noon

Motion to adjourn was made by Michael Meissner at 12:42pm carried unanimously.