

**Polk County Schools**  
**Head Start Policy Council Minutes**  
**Wednesday, September 18, 2024**  
**Stearns Education Center & Virtual**

The Head Start Policy Council Meeting was called to order at 12:02 pm by Kathy Harding with a quorum present and maintained throughout the meeting.

Members present: Ana Najera Garcia,

Attending virtually: Margit Nelson, Donna Wood, and Dena Pfister

**Welcome and introductions** were made

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

**Elections**

Margit Nelson moved to accept new members, Ana Najera Garcia seconded the motion and the motion carried.

Dena Pfister moved to elect Margit Nelson as Chair. Ana Najera Garcia seconded the motion and it was carried unanimously.

Margit Nelson moved to elect Ana Najera Garcia as Vice-Chair. Dena Pfister seconded the motion and it was carried unanimously.

Ana Najera Garcia moved to elect Mariela Penaloza Valdez as Secretary. Dena Pfister seconded the motion and it was carried unanimously.

**Code of Conduct for new members**

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

**Approval of Minutes**

Minutes from the meeting held on May 8, 2024 were reviewed. Margit Nelson moved to approve them. Ana Najera Garcia seconded. There was no discussion. The motion carried.

**Review of Head Start Policy Council Procedures**

The members reviewed the Head Start Policy Council Procedures including the necessity of 4 voting members at each meeting to make a quorum and the mandate of 8 meetings per year.

**Reports and Information**

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

Kathy Harding, Director, spoke about the new Tryon Elementary building and the smooth transition of the new school year. Sanitation inspections have begun at the sites and soon the unannounced State Licensure visits will begin. She also reported about an incident that happened at one of the schools. A child left the classroom/bathroom without a teacher and was out of sight for less than 2 minutes; however within hearing range and still in the building. Supervision procedures were reviewed and additional door alarms added. The Office of Head

Start and NC DCDEE have closed the inquiries and we have met their expectations for follow up precautions.

Amy Scott, Family Services Specialist, shared enrollment, attendance data, and back to school activities. Files are complete and all families have been entered into the family engagement application to receive parenting information.

Lisa Brown, Support Specialist, reported on activities setting up classrooms with teachers, working on the new building, and purchasing the many consumables and items needed to begin school.

Renee Souther, Health and Disabilities Specialist, shared information about the completion of children's health assessments and immunizations; medical plans and medication; and refilling classroom first aid supplies. Dental assessments and hearing and vision screens are being done now.

Laura Jane Howald, Education Specialist, spoke to guest speakers at professional development and our new curriculum. 100% of families' initial classroom interactions are complete and 100% of staff have completed the required 15 hours of annual training. All the children have been entered into the assessment program to enable teachers to record data.

**The Financial Report and the Credit Report** were reviewed and explained by Amy Scott in the absence of Debbie Lovelace.

### **New Business**

**Monthly meeting day and time** it was agreed upon that the Policy Council will meet the second Wednesday of each month at 12 noon.

### **Next meeting date and time**

Wednesday, October 9, 2024 at 12 noon

Motion to adjourn was made by Margit Nelson at 12:49 pm and carried unanimously.

- Additional Note: The October 9, 2024 meeting was canceled due to the effects of Hurricane Helene in our area.