

**Polk County Schools**  
**Head Start Policy Council Minutes**  
**Wednesday, December 11, 2024 12 pm**  
**Stearns Education Center**

**Meeting Call to Order**

The Head Start Policy Council Meeting was called to order at 12:16 pm by Margit Nelson without a quorum present.

Members present: Margit Nelson, Cindy Allen

Staff present: Debbie Lovelace, Renee Souther, Jan Crump, Kathy Harding, Lisa Brown, Laura Jane Howald, and Amy Scott

**Welcome and Introductions**

There were no new members present.

**Code of Conduct**

All members present have signed the document.

**Approval of Minutes**

Minutes from the meeting held on November 13, 2024 were reviewed. Cindy Allen moved to approve them. Margit Nelson seconded. There was no discussion. The motion was carried with those members present. An email vote will be held for additional members.

**Reports and Information**

Kathy Harding - Program Management - All the sites have had the Sanitation and Licensing visits this year and they have gone well. The staff is beginning the work on the 5 year Head Start Grant. We are working on the self-assessment, budget, and plans. All the Head Start slots are full, 80 children.

Amy Scott - Family Services - Highlights of attendance numbers, resources used for families, community meetings, and events that occurred in November.

Lisa Brown - Support Coach - Spent November visiting classrooms and helping with room arrangement and cleaning. Helps whenever children need extra behavior support.

Renee Souther - Health and Disabilities - Following up with vision, hearing, and dental referrals. 12 vision referrals and 10 are complete, 7 children will have corrective lenses. IEP meetings are on-going for new referrals, as well as annual meetings.

Laura Jane Howald - Educational Services - Family conference to discuss data from the Fall checkpoint are happening now. The School Readiness Team met and are adding new sections to the plan: Multicultural Practices and Trauma Informed Practices. The School Readiness Plan will be presented to the council in January. The program has elected to have the ECERS-R reviews this Spring. They are part of the QRIS %star rating scale that is being updated in 2025. If the classrooms do not score at or above a 5 in all areas; the program will receive Training and Technical Assistance and be reviewed again in the Fall. We are also beginning training in TPOT which is an additional observation tool for positive behavior interventions and support in the classrooms.

Financial Reports  
Credit Card Reports

Debbie Lovelace - reviewed and explained the reports, highlighting the money earmarked for the new playgrounds. She also just went through the financial audit and had a 100% clean report.

**New Business**

School Readiness Plan - Tabled until January

**Old Business**

Playground Grant - Kathy Harding discussed the Head Start \$460,348 and the Dogwood \$100,000 grants for playground remodeling. The RFPs will go out in January and will include a mandatory on-site review due to the nature of the work that has to be done at all 3 sites. Hopefully, the bids will be approved at the February PC School Board meeting.

Margit Nelson - WNC Source - an update on the new Early Head Start Building in Columbus was made. The proposed opening date is January 22, 2025. 2 classrooms are full and currently filling the third. There is a large training space located in the building as well. Linda is the director and Margit will reach out to her about arranging a tour/visit for all of us.

**Next meeting date and time**

Wednesday, January 8, 2025 at 12 noon

Motion to adjourn was made by Cindy Allen at 12:57 pm and carried unanimously.