

Polk County Schools
Head Start Policy Council Minutes
Wednesday, September 10, 2025 12 pm
Stearns Education Center & Virtual

Head Start Policy Council Meeting Minutes

Time: 12:06 PM – 12:39 PM

Called to Order By: Margit Nelson, a quorum was present throughout the meeting.

Attendance

Members Present:

- *In person:* Margit Nelson, Cindy Allen, Ana Najera Garcia, Mariela Penaloza Valdez
- *Virtual:* Calan Halford, Dena Pfister, Donna Wood

Staff Present: Kathy Harding, Renee Souther, Debbie Lovelace, Laura Jane Howald, Lisa Brown, Shelley Upton, Amy Scott

Welcome and Introductions

Margit Nelson welcomed attendees. No new members or visitors were present.

What is Policy Council?

Information sheet was reviewed

Election of New Members

Margit Nelson was nominated to serve as Chair. **Motion:** Cindy Allen moved to accept the nomination. **Seconded by:** Mariela Penaloza Valdez. **Motion carried.**

No new members were present, so further elections were tabled until the next meeting.

Code of Conduct

The Head Start Code of Ethical Conduct for Policy Council Members was reviewed.

Approval of Minutes

The May 14, 2025 minutes were reviewed.

Motion: Ana Najera Garcia moved to approve the minutes. **Seconded by:** Mariela Penaloza Valdez. **Motion carried.**

The August 26, 2025 minutes were reviewed.

Motion: Ana Najera Garcia moved to approve the minutes. **Seconded by:** Mariela Penaloza Valdez. **Motion carried.**

Review of Head Start Policy Council Procedures

Highlights:

5 Parent Representatives (every attempt made to have one representative from each school)

4 Community representatives

8 regular meetings during the school term.

Policy Council decides on the meeting day and times most convenient for members

4 of 9 voting members must be present to constitute a quorum.

Reports and Information

Preschool Summaries:

Kathy Harding: Playground construction is nearing completion at the Saluda, Sunny View, and Polk Central school sites.

Amy Scott: Reported on back to school attendance, program enrollment numbers, and summer professional development.

Lisa Brown: Assistance with classroom set up and covering for staff vacancies.

Renee Souther: Completing documentation of back to school medications and Health Assessment forms. Preparing for the Dental Bus to visit all school sites.

Shelley Upton: Conducted new staff orientation, facilitated professional development.

Laura Jane Howald: New hires are completing their required paperwork and we will soon be fully staffed. Photos of new playgrounds were shared.

Debbie Lovelace: Reviewed financial and credit card reports; final audit will be conducted soon. The 2025-2026 budget includes the playground grants, which will be disbursed soon. Background checks are a large portion of the budget each year.

New Business

Nutrition Grant: Should be notified by October 1st.

Old Business

Community updates: Adult Dental Clinic October 17-18 contact Linda Poe 580-591-1716

Next Meeting: Wednesday, October 8, 2025 at noon

Adjournment:

Motion: Ana Najera Garcia moved to adjourn at 12:39 PM.