

**Polk County Schools  
Head Start Policy Council Minutes  
Wednesday, October 8, 2025 12 pm  
Stearns Education Center & Virtual**

**Head Start Policy Council Meeting Minutes**

**Time:** 12:01 PM – 12:46 PM

**Called to Order By:** Jan Crump, there was not a quorum present.

**Attendance**

**Members Present:**

- *In person:* Cindy Allen,
- *Virtual:* Calan Halford, Dena Pfister

**Staff Present:** Jan Crump, Renee Souther, Debbie Lovelace, Laura Jane Howald, Lisa Brown, Shelley Upton, Amy Scott

**Welcome and Introductions**

Jan Crump welcomed attendees.

Heather Brewer-Jones from WNC Source was present as a visitor.

**Code of Conduct**

The Head Start Code of Ethical Conduct for Policy Council Members was reviewed and signed as necessary.

**Approval of Minutes**

There was no approval of minutes due to no quorum present.

**Election of Officers**

No quorum was present, so elections were tabled until the next meeting.

**Community Updates**

Heather Brewer-Jones gave a synopsis of her position within WNC Source as well as an overview of the centers in Columbus and Forest City. They are searching for staff, especially for their wrap around programs.

The Health and Human Services Dept. is having their annual Red Ribbon Event on October 24th 4:30-7 pm at Polk Middle School. There will be an Anti-Vape Presentation.

**Preschool Spotlight: Shelley Upton, Preschool Education Specialist**

Shelley presented information highlighting 2 assessment tools used in the preschool classrooms, ECERS-3 and CLASS. The information gathered, when reviews are conducted, is used to support and improve the classrooms.

## **Reports and Information**

### **Preschool Summaries:**

*Amy Scott:* Reported on school attendance, family engagement, and updating lists for the new school year.

*Lisa Brown:* Assistance with classroom substitute teaching, supporting classrooms, and Stop the Bleed Training.

*Renee Souther:* The hearing and vision screenings are complete. The Dental Bus visited all the preschool classes.

*Shelley Upton:* DIAL assessments are complete. Classroom interventions and scaffolding activities are being put in place. Teachers are taking part in a field study for Kickstart Math Program.

*Laura Jane Howald:* New staff training format was completed for new hire: 2 days prior to start and seems to have been very effective. It will most likely be the new protocol.

*Debbie Lovelace:* Reviewed financial and credit card reports. The playground grants will be completely spent soon. Background checks are on the credit card statement with food expenditures..

## **New Business**

*Nutrition Grant:* Funded!

Annual Report 2024-2025 was presented and reviewed by Laura Jane Howald.

## **Old Business**

**Next Meeting:** Wednesday, November 12, 2025 at noon

### **2025-2026 Meeting Calendar**

December 10, 2025

January 14, 2026

February 11, 2026

March 11, 2026

April 15, 2026

May 13, 2026

**Adjournment:** at 12:46 pm by Jan Crump