

POLK COUNTY SCHOOLS
HEAD START POLICY COUNCIL MINUTES
March 11, 2026
Virtual and In-Person

Call Meeting to Order

The Head Start Policy Council Meeting was called to order at 12:06 pm by Margit Nelson with a quorum present and maintained throughout the meeting.

Members present: Cindy Allen, Margit Nelson, Donna Wood,
virtually: Kristen Smith, Calan Halford, Elizabeth Burnett, Dena Pfister
Staff present: Debbie Lovelace, Shelley Upton, Lori Byars, and Amy Scott

Welcome and Introductions

We welcomed Elizabeth Burnett who will be our new liaison for the Polk County Health Department as Dena will be leaving at the end of the month.

Approval of Minutes

The minutes from the 2-11-26 meeting were reviewed. Cindy Allen moved to approve the minutes. Donna Wood seconded the motion. The motion carried.

Community Updates

The Hope Chest - The center has given out shoes and backpacks all year and continues to do so. They also have requests for clothes, but twin beds are the number one request.

Polk County Health Dept. - Polk County staff are still on measles watch. The Family Fun Resource Event is Saturday, April 18th at Stearns Park

Polk County Health and Human Services - The summer EBT Program will happen again this year for families of children who receive SNAP benefits and are enrolled in school.

Reports/Information

Preschool Monthly Report

Amy Scott reviewed the attendance numbers, enrollment for next year, and current events.

Shelley Upton outlined the TSG checkpoint review, family conferences, and the QRIS pathway 3.

Financial Report

Credit Card Report

Debbie Lovelace went over the financial report and credit card report. There are still some playground funds that will be spent soon.

New Business

1. **Head Start Continuation Grant Application Summary March 2026**
 - **2025-2026 POLK Head Start Community Assessment**
 - **Budget Categories.pdf**
 - Self-Assessment and Improvement Plan
 - Program Goals and Objectives
 - Training and Technical Assistance Plan

Lori Byars went over all the above plans and summaries. Discussion was held concerning the community assessment: retired folks, birth rates, and families in the County.

Donna Wood moved to accept and submit the Head Start Grant Application for 2026-2027 and approve the supporting documents. Cindy Allen seconded the motion and it carried unanimously.

2. School Readiness Report

Shelley Upton reviewed the highlights of the report. The Council agreed to continue the approval until the next meeting after taking time to read and review it since it is quite lengthy and has a lot of information..

2025-2026 Meeting Calendar

April 15, 2026

May 13, 2026

Old Business

Adjournment

Cindy Allen moved to adjourn the meeting at 12:56 pm