

## Policy Council Meeting Minutes – March 23, 2022

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Meeting called to order at 11:05 a.m.

**Roll Call** - The following sites were represented at the meeting:

*15 sites with elected members, 8 sites in attendance – 53% of the sites represented.*

- Birney (Rep.)
- Edison (Rep.)
- Geiger (Alt.)
- Manitou (Rep.)
- Mann (Rep.)
- McCarver (Rep.)
- Willard (Vice Chair)
- School Board
- PC Chair

### February Meeting Minutes

The minutes from the February 16 meeting were approved.

### Director's Report

Enrollment is still above average for the region and nationwide. Enrollment for the 22-23 school year will open on April 11. Attendance is going well with students attending regularly. There are currently 25 students on IEPs (standards require the program serve 10% of funded enrollment). No updates on meals served. The program is still waiting for data from Nutrition Services. Nutrition services implemented a new reporting and tracking system this year.

The McCarver position has been filled and the classroom is fully staffed. There are still two vacancies at Madison for Assistant B positions. Interviews will take place after spring break. A Head Start Instructional Coach has taken a different position within the district. Interviews for the Instructional Coach position will happen on March 28<sup>th</sup>.

Covid updates: Head Start will still require masks due to the masking requirement being written into Head Start's Performance Standards. The Office of Head Start is working on changing the standards so they are aligned with the CDC.

The state audit is complete. Details of the audit have not been shared with administration yet. Results will be shared as soon as they are available.

The Head Start leadership team is working on the continuation grant. The grant is due June 1<sup>st</sup>.

Next Policy Council meeting will be held in-person at Willard Early Learning. This meeting will be combined with the program Self-Assessment.

### Budget Report

The general operating budget is at \$3,214,589, training budget is at \$46,302, and indirects at \$425,115.

A credit card report showing all purchases made February 1-28 was included in the handout packet. There were no questions regarding credit card purchases.

### Component Reports

**Health:** Pierce County is in a low-risk range for Covid. The number of cases will not overwhelm the local health care system. Masks in Head Start are still required because of Head Start's Performance Standards. Office of Head Start is in the process of reviewing the standards to get back in alignment with the CDC. Classrooms are no longer closing due to close contact. In April, Advocates will be focused on documentation for Well-Child and dental exams. Parents should make appointments now for exams that expire in the summer. The program is currently at 46% for up-to-date physicals and 41% for dental exams.

**Education:** Conferences were held earlier in the month. During conferences, individual academic goals were set for students. There will be an end-of-year transition conference in late May/early June. Teachers will be contacting parents to set an appointment. Classrooms are working on updating their inventory to make sure every classroom has what it needs. The “Wish You Well” activity from Conscious Discipline was shared with members.

**Family:** Policy Council will be in-person for the April meeting. Dinner and childcare will be provided. This will be held at Willard Early Learning. Advocates will be focused on Individual Family Partnership Agreements (goals), Family Engagement Outcomes and recruitment for next year. The preschool application opens April 11.

### **Future Meeting – Speakers, Content**

Members were asked if there were any topics, guest speakers, or trainings they would like to have in future meetings. Some suggestions were kindergarten preparedness, summer programs, help with utility and evictions, and a guest speaker from the WIC program.

### **Closed Session**

**Meeting adjourned at 11:57 a.m.**