

Tacoma Public Schools

Head Start Policy Council



Policy Council Meeting Minutes – November 21, 2023

Meeting called to order at 10:08 a.m.

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

19 sites with elected members, 16 sites in attendance (84.2%)

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| • Arlington (Alt.) | • Jefferson (Rep.) | • Whitman (Alt.) |
| • Birney (Alt.) | • Madison (Rep.) | • Willard (Rep.) |
| • Blix (Rep.) | • Manitou (Rep.) | • PC Chair |
| • Downing (Rep. & Alts.) | • Mann (Rep. & Alt.) | • PC Vice Chair |
| • Edison (Rep. & Alt) | • Roosevelt (Alt.) | • PC WSA Rep. |
| • Franklin (Rep.) | • Stanley (Rep.) | |
| • Geiger (Rep. & Alt.) | • Travis (Rep.) | |

WSA Update

It is anticipated that a reduction in funding for Head Start will be approved in February. There is still time to call or email your state Representatives or Senators and urge them to not cut funding for Head Start. Washington State Association of Head Start and ECEAP is a great resource if you want more information on how to advocate for Head Start.

Director's Report

Staffing: There are currently two staff vacancies at Roosevelt. Assistant A and B are currently vacant. Interviews have been conducted and recommendations have been made. Those positions should be filled very soon.

Enrollment: The program is currently under enrolled. Performance Standards require the program to be fully enrolled by the 30th day of the program. November had a cumulative enrollment of 368 students. The program is actively recruiting and expects full enrollment by December.

New Grant Cycle: Leadership has begun the process of writing the new grant application for the next 5-year cycle. The application describes how the program will deliver services to students and families and how the funds will be used to support the program goals and objectives.

New Category Qualifier: Families with a Working Connections Child Care subsidy and an income less than 200% of the Federal Poverty level are eligible for Head Start under the category of TANF.

Budget Report:

Salaries and benefits for the month of Sept. and Oct. came to \$948,299.78, which leaves a remaining balance of \$5,287,484.22 for non-discretionary costs. Supplies and materials for Sept. and Oct. came to \$18,373.64 which leaves a remaining balance of \$161,827.36 in discretionary costs. Training expenses for Sept. and Oct. came to \$3,327.82 which leaves a remaining balance of \$62,245.18 in the training budget.

In-kind Challenge

The In-Kind trophy for Sept/Oct. went to Manitou Head Start. Congratulations Manitou! Second place goes to Larchmont and third place goes to Travis. November's winner will be announced at the December meeting.

Action Items:

PAF Summary: The Executive Board presented the Parent Activity Fund budget summary sheet for approval. A motion to approve the PAF funds was made by Rep. K. Jackson from Edison. The motion was seconded by Rep. Z. Woof from Mann. The Council voted to approve the PAF activity funds.

45-Day Developmental Screening Procedure: The Executive Board presented the updated 45-Day Developmental Screening Procedure Policy for approval. A motion to approve the policy was made by Rep. A. Kamp from Franklin. The motion was seconded by Rep. S. Bolong-Pleasant. The Council voted to approve the policy.

Component Reports

Health– Vision referrals have gone out. Hearing rescreens are currently underway. The 90th day checkpoint for exams is upcoming. Head Start strives for 90% of students having up-to-date physical and dental exams. A print out from MyChart can be submitted as documentation of an exam. Currently, the program has 28% of families with current exams. We suspect the number is higher, but families have not turned in their exam documentation.

Family-Community – Advocates are working on partnership contacts and goal setting. Every family is expected to participate in this program requirement.

Education – Conferences will be in December. Teachers will be contacting families to set up a conference appointment. CLASS observations are under way and CLASS scores may be available by the December meeting. CLASS is Class Assessment Scoring System.

Share Out

- Downing Take-Home library is a hit with students and families. Each student checks out a book every night and adds it to their reading log.
- Whitman Elementary had a great Trunk or Treat event that Head Start families were invited to participate in.

Meeting adjourned

Rep. A. Kamp from Franklin made a motion to adjourn the meeting. The motion was seconded by Rep. Z. Woof from Mann. The meeting was adjourned at 11:09 a.m.