

Tacoma Public Schools

Head Start Policy Council



Policy Council Meeting Minutes – April 23, 2024

Meeting called to order at 10:05 a.m.

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

18 sites with elected members, 11 sites in attendance (61%)

- Blix (Rep. & Alt.)
- Downing (Alt.)
- Edison (Rep. & M.A.L.)
- Franklin (Alt.)
- Jefferson (Rep.)
- Manitou (Rep.)
- Mann (Rep.)
- Roosevelt (Rep. & Alt.)
- Stanley (Rep.)
- Travis (Rep. & WSA Rep.)
- Whitman (Rep.)
- PC Chair

Last Month's Minutes

A motion was made to approve March's minutes. The motion was seconded and approved.

Action Items:

Five-Year Non-Competing Grant Application – A motion was made to approve the submission of the five-year, non-competing grant application. The motion was seconded. Motion approved.

Attendance Policy – A motion was made to approve the updated Attendance Policy & Procedures. The motion was seconded and approved.

Eligibility and Selection Policy (including points chart) – A motion was made to approve the updated Eligibility and Selection Policy and Procedures. The motion was seconded and approved.

Head Start Training Plan – A motion was made to approve the updated training plan for 24-25 school year. The motion was seconded and approved.

Director's Report

Staffing: Only the Assistant B position in Madison Room 7 remains vacant. Hiring for this position will take place during the summer. If you want to be included on the interview team, please email Karen Thompson.

Recruitment: Applications are now being accepted and processed for the 24-25 school year.

Relocation: The Head Start leadership team will be located at CAB in rooms 328 and 330. Contact information will remain the same (phone numbers will not change).

Elementary Bell Change: The District is breaking elementary schools into two cohorts with two different start times beginning with the 24-25 school year. The purpose is to establish a more efficient bus schedule. Early Learning leadership is working on aligning the 24-25 schedule for Head Start, taking into account these recent bell changes.

Budget Report:

A report showing non-discretionary (salaries and benefits), discretionary (supplies and services), and the training budget was shared with members along with the credit card report.

Component Reports

Health – Families need to remember to turn in copies of updated exams. Performance Standards require 90% of students to have an up-to-date physical and dental exam. Families are encouraged to make exam appointments as soon as possible as most offices are scheduling months out and even into next year.

Continued

Family-Community – Advocates are busy working on enrollment for next year.

In-kind Challenge

The In-kind trophy for March went to Madison 7.

Program Self-Assessment

As part of the Program's annual self-assessment, Council members reviewed assessment data and ERSEA data. The Education component shared social-emotional data, comparing the 23-24 school year to the previous year and the last assessment completed before the pandemic. Cognitive assessment data from the same time period was also shared. The ERSEA and Family-Community component shared attendance and tardy data. Head Start leadership will create a Program Self-Assessment report from feedback given from Council members and staff.

Meeting adjourned

A motion was made to adjourn the meeting. The motion was seconded. The meeting was adjourned at 11:15 a.m.