

Tacoma Public Schools

Head Start Policy Council



Policy Council Meeting Minutes – December 18, 2024 (Star Center)

Meeting called to order at 10:07 a.m.

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

19 sites with elected members, 13 sites in attendance (68%) – Chair only votes in a tie

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| • Birney (Rep.) | • Geiger (Rep.) | • Lowell (Rep.) | • Whitman (Rep., Alt.) |
| • Blix (Rep.) | • Jefferson (Rep.) | • Mann 45 (Alt.) | |
| • Edison (M.A.L) | • Larchmont (Rep.) | • Reed (Rep.) | |
| • Franklin (Rep.) | • Lister (Rep.) | • Travis (W.S.A.) | |

Minutes from November Meeting

A motion was made by the Mann Rep. to approve the November meeting minutes. The motion was seconded by Birney Rep. Motion approved.

Action Items

Discipline Policy - A motion was made by the Rep. from Birney to approve the updated Discipline policy and procedures. The motion was seconded by the Rep. from Franklin. Motion approved.

In-Kind Forms – A vote on In-kind forms was tabled. Classroom FRIAs will be sending example sheets to the admin. secretary for discussion at an upcoming meeting. Due to the Athena group discussion occurring at the January meeting, this item will be on the February agenda.

Director's Report

Staffing: There is an assistant floater position open. The job has been posted. The program hopes to fill it as soon as possible. All classroom locations are fully staffed. If you want to participate in interviews, please email kthomps@tacoma.k12.wa.us

Enrollment: The program is fully enrolled. The program continues to identify students who qualify for individual learning plans. The process can take 90-120 days. There are several students who are currently in process.

Community Assessment Report: The group that is putting together our Community Assessment will be attending the January meeting and conducting a group discussion with parents on the Head Start program and about the community in which the program operates. Please encourage parents from your site to attend. A flyer advertising the meeting will be sent to classrooms.

Parent Training – Conscious Discipline: Thank you to those families that attended the December 10 Conscious Discipline training. For the March session, a different location will be used. It will be a site that's easier for families to find, such as a high school.

Budget Report:

Expenses and balances from the operational budget, which includes salaries, benefits, and discretionary (supplies & services) was shared with the Council. The training budget expenses, and current balance was also shared. A credit card report showing charges for November was presented.

Component Reports

Health – The program just approached the 90th day. The program's goal is to have all students with current exams by the 90th day of the program. Currently, there are 50% of students with current well-child exams and 51% with a current dental exam. These numbers represent those parents that have turned in documentation of an exam. There are probably families out there that just haven't submitted copies of their most recent exam. FRIAs can help with accessing electronic records if needed. FRIAs are also working with families who have medical referrals, such as vision and/or hearing. Currently there are 15 families with

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hearing referrals and 31 with vision referrals. The program's goal is to help families access follow-up care.

The HSAC meeting will be on February 4 at 1:30 p.m. at the Central Administration Building. Please email slang@tacoma.k12.wa.us if you want to be involved in this committee.

Immunization Exclusions – There are several children who started the program with conditional status and are now out of compliance. These families have been given information on how to access local community immunization resources. For those families who have not gotten their student the necessary immunizations in order to be in compliance, they will have exclusions coming up.

Family-Community – Head Start has the ability, with a parent's approval, to refer a student to Greater Lakes Mental Healthcare for support. The teacher can set up the referral for you. Please see your classroom teacher or FRIA for more information.

The program is fully enrolled. There are a couple of students waiting to conference and then they can start. If you have any friends or family members with preschool age children, encourage them to fill out the enrollment application. If they don't qualify for Head Start, we will refer them to another program. Head Start does routinely pull from the waitlist throughout the year. Applications for the next school year open April 14.

Education – Thank you for participating in the December conferences. CLASS observations for each room have been completed and scores will be compiled and shared at the February meeting. The program must have CLASS scores that are above the 10% margin of programs across the nation.

In-kind Challenge

The in-kind trophy for most in-kind went to Edison Head Start. The most improved trophy went to Larchmont. Congratulations to Edison and Larchmont!

Share Out

- Whitman – new dishes are needed for the classroom (Director shared that new dishes have been ordered.).
- Whitman – Shout-out to the team at Whitman for their parent involvement events.
- Blix – Classroom is not getting cleaned on a daily basis by custodial staff. The floors are not getting mopped or swept. Preschool kids sit and play on these floors. The Director will follow-up on this. Preschool classrooms are supposed to be cleaned daily.

Meeting adjourned

A motion to adjourn the meeting was made by the Rep. from Lowell. The Whitman rep. seconded the motion. Motion approved. Meeting adjourned at 2:15 p.m.