

Tacoma Public Schools

Head Start Policy Council



Policy Council Meeting Minutes – November 20, 2024 (Star Center)

Meeting called to order at 10:09 a.m.

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

17 sites with elected members, 11 sites in attendance (65%) – Chair only votes in a tie

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| • Birney (Rep.) | • Jefferson (Rep.) | • Mann 45 (Rep. & Alt) |
| • Blix (Rep. & Alt.) | • Larchmont (Alt.) | • Mann 47 (Rep.) |
| • Downing (Rep.) | • Lister (Rep.) | • Whitman (Vice-Chair) |
| • Edison (M.A.L) | • Lowell (Rep.) | • PC Chair (Geiger) |

Executive Board Elections

Elections were held for the 24-25 PC Executive Board. The following members were elected:

- Katrina Michaels – PC Chair (Geiger)
- Jasmine Shurelds – Vice Chair (Whitman)
- Cathy Eaton – WSA of Head Start and ECEAP Representative (Travis)
- Kaicee Jackson – Member At Large (Edison)

Action Items

A summary of all parent activity fund budgets (20 sites) was presented to Policy Council for approval. A motion was made by Lowell Rep. to approve. The motion was seconded by the Birney Rep. Motion approved.

The new Discipline policy and procedure was presented to the Council for approval. A motion was made to table the discussion and voting process to give members more time to review the policy. Motion seconded and approved. Policy will be presented for a vote at the December meeting.

Director's Report

Staffing: There were several staffing changes that occurred after the printing of the report. The two associate positions (lead teachers) at Jefferson and Roosevelt will be starting on 12/2. The FRIA position at Franklin will be starting 12/2 as well. There are still vacancies for the Franklin classroom assistant and the Manitou FRIA.

Enrollment: The program is fully enrolled. Performance Standards require the program to be fully enrolled by the 30th day of the program and we have met that mark. Kudos to the enrollment team. Applications are still being processed for spots that become available due to drops and for the purpose of creating a waitlist.

Community Assessment Report: Leadership has partnered with the Athena Group to create a detailed community needs report. Part of this report will involve a parent survey for Head Start parents. The survey should be coming out to parents in late December or early January.

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 September and October was presented.

Continued

Component Reports

Health – Height, weight, vision, and hearing screenings have been completed and re-screenings are in process. Referrals will be sent as needed. Please remember to submit a copy of your child's well-visit exam (physical and dental). Every student needs an up-to-date exam on file. Exams are good for 12 months. Appointments are hard to get so if your child is due for a well-child visit in the upcoming months, please call and make your appointment now. There was a discussion on when is it appropriate to send a child to school vs. keeping a child home due to cough, cold, or allergy symptoms.

Family-Community – Please remember to call the classroom if your child is going to be absent that day. If a student is absent three days, without any contact from the parent, Head Start will do a home visit to check on the student. The classroom FRIA will be part of the December conferences. Their focus will be helping you establish steps to reach the family goals that were set. This is part of Head Start's Family Partnership. FRIA's can help parents access community resources that may aid in successful goal completion. Be sure to encourage other families to attend family gatherings. These meetings are a great opportunity to meet, network, and build relationships with other parents.

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 January meeting. CLASS is Class Assessment Scoring System which ensures our classrooms are meeting standards.

In-kind Challenge

The In-Kind trophy for Sept/Oct. went to Travis Head Start. Congratulations Travis! Next month will have two trophies – one for most in-kind and one for most improved. At the December meeting, the Council will vote on standardizing the in-kind form for all sites.

Share Out

- Edison – Shout out to Jennifer Vigoren at Reed for always finding resources for families. One example is the Dolly Parton book program.
- Blix – The bathrooms that Head Start students use are not getting cleaned. The carpets in the classroom are not getting cleaned either. The Director is going to look into the matter.
- Whitman – Shout out to Tina Queree at Whitman for parent connection events such as Doughnuts with Grownups and for parent and child activities.

Meeting adjourned

Meeting adjourned at 2:15 p.m.