

Tacoma Public Schools

Head Start Policy Council



Policy Council Meeting Minutes – June 11, 2025 (CAB)

Meeting called to order at 12:10 p.m.

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

16 sites with elected members, 5 sites in attendance (31.2%) – Chair only votes in a tie

- Blix (Rep.)
- Edison (M.A.L.)
- Larchmont (Rep.)
- Lister (Rep.)
- Whitman (Rep.)
- PC Chair

Minutes from March Meeting

A motion was made by the Lister Rep. to approve April's meeting minutes. Motion seconded by Larchmont Rep. Motion approved.

Director's Report

Staffing: The program is fully staffed.

Continuation Grant: Application has been submitted. Program is expecting to notification of award later this summer.

Federal Updates: Head Start is included in the President's budget proposal. The program is anticipating flat funding.

District Budget Shortfall: The District is making cuts to programs and staffing due to a 30 million budget shortfall. Head Start is paid out of Federal funds. There will be no cuts to Head Start classrooms.

Transportation: Due to the budget cuts, the District will not be able to offer transportation to Head Start students for the 25-26 school year. This will be revisited for the 26-27 school year.

Carry Over Request: At the April meeting, Policy Council approved a carry-over request for any remaining funds. With approval from the PC Exec. Board, the program has decided to use remaining funds to cover the costs of Head Start salaries that are normally paid by the District as in-kind. This could have an impact on the program's ability to meet it's 20% inkind requirement. As a precaution, the program is requesting approval to submit a non-federal share waiver in the event the program is unable to meet the 20%. The budget office will not know the total amount of inkind until later this summer. Head Start leadership will meet with PC Exec. Board for final approval once the numbers have been finalized later this summer.

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 April and May was presented. The program is on mark with salaries and benefits.

Field Trip Policy

The program's Field Trip Policies and Procedures is being tabled until next school year.

Component Reports

Health: Physical exams are at 65.6% and dental exams are at 66%. This is a big improvement from the last few years. Shout out to FRIAs for assisting in getting exam documentation. Head Start reports these numbers and more to the Office of Head Start in our yearly Program Information Report (PIR). These PIR numbers demonstrate the program's effort in supporting families in accessing and utilizing community resources and services.

Education: This ties into the Program's Self-Assessment. There will be a change in how the program's does CLASS. The program will partner with Lakeshore for CLASS assessments. The previous vendor was Bright Spark. With the new vendor, CLASS assessments will be done once a year, instead of two and staff will receive immediate feedback from the

observation. Lakeshore will also provide training. The reason for the change was the familiarity that Bright Sparks was developing with Head Start staff. The new vendor is nation-wide and has a large pool of assessors which will avoid the familiarity aspect.

Community Assessment Report

The Community Assessment Report has been completed. Printed copies were shared with members. It is posted for the public to see on the District's Head Start Policy Council page.

Thank you PC Members

Thank you to Policy Council members and Executive Board for all your hard work this year and the time you took to support the children and families of this program.

Meeting adjourned at 2:00 p.m.