Tacoma Public Schools
Head Start Policy Council

Policy Council Meeting Minutes – November 25, 2025 (Star Center)

Meeting called to order at 1:07 p.m.

Roll Call - The following sites were represented at the meeting:
20 sites with elected members, 13 sites in attendance (65%), 1 Past Parent

- Arlington (Alt.)
- Birney (Rep.)
- Blix (Alt.)
- Downing (Rep.)
- Fern Hill (Rep., Alt.)
- Franklin (Rep., Alt.)
- Larchmont (Rep.)
- Lister (Alt.)
- Reed (Alt.)
- Roosevelt (Alt.)
- Travis (Rep.)
- Stanley (Rep.)
- Whitman (Alt.)
- Past Parent

Minutes – Approved
No minutes to approve. November is the first business meeting of 25-26.

Executive Board Elections
The following parents were elected to the 25-26 Executive Board

- PC Chair – Gregory Wraggs
- PC Vice Chair – Yesenia Varela
- Treasurer – Nate Lorsbach
- Member-at-Large – Natasha Williams

Director's Report

Staffing: Interviewed for a new Associate (lead teacher) position for Jefferson. Contact Karen Thompson if you want to be on an interview panel for future openings.

Program Updates: Closing numbers for October were 394 for enrollment, 86.7% attendance rate, and 43 IEPs.

Community Slots: The program has made available "community slots" starting with the 25-26 year. These spots are not funded by Head Start and give over-income families with children with IEPs the chance for a preschool experience.

Early Learning Office Move: The main office for Early Learning will be moved to McKinley elementary while the Central Administration Building is renovated. The move will happen over Winter break.

FA1 Review: Federal reviewers will be on-site December 16, 17, and 18 to do a FA1 review on the program. Policy Council members will be part of the review.

PIs & MIs: There are two Information Memorandums being shared with the Council this month. One is "Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs" and the second one is "Fiscal Year 2026 Monitoring Process for Head Start Recipients".

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 reviewed.

Action Items

Parent Activity Fund (PAF): The Council was presented with a budget of $400 per classroom for parent activity funds. Policy Council Reps and Alts will be working with the FRIA and other parents to determine how the $400 will be spent over the course of the year. Motion made to approve $400 per classroom was made by the Franklin Rep. The motion was seconded by the Lister Rep. The motion was approved.

TO BE REVIEWED IN JANUARY

Policies & Procedures

The following four policies and procedures were shared with the Council for review:

- 45-Day Screenings
- Attendance
- Family Style Meal Service
- Parent Engagement and Conferences

Council members will review these procedures over the month of December with discussion and/or vote occurring in January.

December Meeting - Cancelled

Due to the timing of the FA1 review and the office move, the December meeting is being cancelled. Council will meet again in January.

Component Reports

Health – FRIAs did a great job of meeting the 45-day screening timeline with only 7 out of 311 kids not getting screened within the 45 days. Hearing referrals are going out due to rescreens. Most referrals will be out in time for conferences (Dec. 3, 4, 5). Parents are encouraged to join the Health and Safety committee. The HSAC committee meets twice a year, with one meeting being virtual and the other in-person. The first meeting will be in January and will be virtual. Being part of this committee is a great way to learn about resources. Parent perspectives on health and safety in the classroom are always welcomed.

Family & Community – Parent-teacher conferences will be held December 3, 4, 5. FRIAs will be updating family goals and objectives. FRIAs will also cover "Choice" enrollment if going to kindergarten. If parents are not in their neighborhood school for preschool, they will automatically roll into kindergarten at their neighborhood school. If parents wish to continue at their school of choice, then they need to complete a "Choice" application. Please continue to recruit family and friends for the program. A waitlist is kept and applicants are pulled from that list throughout the year as openings occur.

Education -Teachers will be reviewing assessment data during the December conference. In December classrooms will be undergoing Classroom Assessment Scoring System (CLASS) assessments that measure the quality of teacher-child interactions. These assessments will be done by Lakeshore Consulting. Data from these assessments will be shared with Policy Council either in January or February, depending on when the final report from Lakeshore is received.

Inkind

In-Kind data for at-home learning and classroom volunteers is not available for this meeting. The staff member who compiles this information has been assisting in classrooms. Parent in-kind numbers will be available in January.

Share Out

- The support my family and child receive from the Whitman team is wonderful. It's nice to have the support that they offer.
- Parent involvement at Franklin in the past has lagged but this year it seems to be growing.
- Age of pick-up person at site is an issue. There is a form that parents can sign that would allow a sibling under the age of 18 (16-17) to pick up their sibling from Head Start. Please see FRIA for more information.

Meeting adjourned

Motion made by Franklin Rep. to adjourn the meeting. Motion was seconded by Whitman Alt. Motion approved. Meeting adjourned. (2:15 p.m.)