Tacoma Public Schools
Head Start Policy Council

Policy Council Meeting Minutes – March 24, 2026 (Zoom)

Meeting called to order at 6:03 p.m.

Roll Call - The following sites were represented at the meeting:
20 sites with elected members, 8 sites in attendance (40%)

- Blix (Rep. Alt.)
- Downing (Alt.)
- Fern Hill (Rep., Vice Chair)
- Geiger (Past Parent Rep.)
- Larchmont (Rep., WSA Rep.)
- Lister (Rep.)
- Lowell (Rep.)
- Reed (Rep.)
- PC Chair

Approval of February Minutes
Motion made by Lowell Rep. to approve February meeting minutes. Motion seconded by Downing Alt. Motion approved.

Director's Report

Staffing: The Mann 47 lead teacher position will remain vacant for the remainder of the year. A Head Start mentor teacher will continue to support that classroom until a person is hired for the 26-27 school year. There will be a FRIA vacancy at Franklin beginning in April. The Mann FRIA vacancy has been filled, and the new hire will start in May.

Early Learning Preschool Survey: Early learning families were sent a preschool enrollment survey. It was designed by the Early Learning department and data gathered will be used to highlight the strengths and challenges of the enrollment process.

CACFP Conference: The Early Learning Director and the Assistant Director of Nutrition Services, will be attending the National CACFP conference in Las Vegas April 13-17. CACFP is a federal program that provides reimbursements for meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. TPS uses the CACFP program to cover the costs of meals for Head Start and ECEAP.

FY27 Continuation Grant – Permission to apply: Policy Council will need to give permission for the district to submit an application for the FY27 continuation grant.

New Director of Office of Head Start: Lizbeth Casco White has been appointed the new director of the Office of Head Start (OHS).

26-27 Preschool Applications: Applications for 26-27 will open Monday, April 13.

Parent Ambassador Program: The program is happy to announce that Natasha Williams from the PC Executive Board, has been chosen by the Washington State Association of Head Start and ECEAP to be a WSA Parent Ambassador. The Parent Ambassador program is a peer-to-peer training program for parents and caregivers.

Budget Report
The operational budget, which include salaries, benefits, and discretionary (supplies & services) was shared with the Council. Training budget was also shared. A credit card report showing charges for February 2026 was reviewed.

Classroom Assessment Scoring System (CLASS)
Lakeshore Consulting was hired to assess teacher-child interaction using CLASS. Members were given an overall average of CLASS scores and a comparison to last year's scores. The scores did dip a little this year for some classrooms, but our program is meeting or exceeding national averages and the program is in compliance.

Over

Action Items

The following items were approved:

- ***Approval to Apply for FY27***: Motion made by Larchmont Rep., motion seconded by Downing Rep. - motion approved.
- ***Selection Process Policy***: Motion made by Larchmont Rep., motion seconded by Fern Hill Rep. - motion approved.
- ***Recruitment Policy***: Motion made by Larchmont Rep., motion seconded by Lowell Rep. – motion approved.
- ***Enrollment Policy***: Motion made by Past Parent Rep., motion seconded by Lowell Rep. – motion approved.
- **Determining, Verifying, & Documenting Eligibility Policy:** Motion made by Larchmont Rep., seconded by Lowell Rep. – motion approved.

Component Reports

Health – The program has 55% of families with current physicals. FRIAs are doing a great job of working with families and getting exams in. Dental exams are at 61.25 %. The classrooms have been hit hard with respiratory illnesses. If your child has been fever free for 24 hours and can participate in normal activities, it is okay to send them back to school.

Family & Community – Thank you for participating in parent-teacher conferences. FRIAs are busy documenting family goals. Transition conferences are scheduled in June on an as needed basis. Enrollment applications for 26-27 open on April 13 for all preschool programs.

In-kind

Stanley was the winner for the most inkind for February and the most improved was Geiger.

Meetings – Zoom vs. In-Person

The Council discussed changing the meetings back to in-person. The Head Start secretary will check whether the STAR center is available. If space is available, meetings will go back to in-person. Secretary will update Exec. Board at the April 9 meeting.

Share Out

- Family Gatherings – question regarding the amount of time that is set aside for parent-child activities vs. time allotted for guest speakers.
- Gym time for kids on rainy days. Do Head Start kids get gym time like the k-5 classrooms? Head Start kids get indoor recess on rainy days, but they do not set aside time with the school's gym teacher.

Meeting adjourned

Meeting was adjourned at 7:27 p.m.