

## Head Start of Washington County Policy Council Meeting Minutes

Date: December 6, 2021

**Council Members Present:** Eva Gillard, Brandy Hargett-Shrader, Lakeisha Thrower, Tonnie George, Tacy Myers, Lauren Row, Karla Delauter, & Kisha Sanders, &

**Council Members Absent:** LaShelle Johnson, Ashton Tingley, Kristen King

**HSWC Staff Present:** Vicki Robinson, Linda Blontz, Laura Harbaugh, Alicia Carter, & Teri Jo Matthews

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	The meeting was called to order at 5:04pm.	
<b>Roll/Quorum</b>	Alicia took roll. A quorum was met.	
<b>Minutes</b>	The minutes from the October meeting were reviewed. There were no corrections or changes.	Motion to approve October minutes made by Karla. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
<b>Treasurer's Report</b>	The Treasurer's Report was reviewed.	Motion to approve the Treasurer's Report made by Eva. Seconded by Brandy. No discussion. All in favor. None opposed. Motion passed.
<b>Director's Update Monthly Report</b>	Vicki reviewed the Monthly Report through the end of October. Enrollment numbers are improving. Nine children were dropped from HS and three from EHS, mostly due to relocation. The Wait List remains the same. Staff attended the Downtown Hagerstown Trick-or-Treat event that was held in place of the Mummer's Parade. We received 56 applications in October. Homeless numbers are steady. Attendance has	Motion to approve Monthly Report made by Karla. Seconded by Brandy. No discussion. All in

<p><b>Finance Reports</b></p>	<p>dropped a little bit as we are seeing the onset of the regular Fall/Winter sickness season.</p> <p>Vicki reviewed the Financial Reports.</p> <ul style="list-style-type: none"> <li>- HS/EHS Budget through the end of October. In-Kind is 4.6% under budget due to COVID and the inability to have volunteers in buildings. We will discuss this more in January as well as make a waiver request.</li> <li>- CRRSA Funds – Remains the same as last month as these funds are for the Summer Program.</li> <li>- ARP Funds – We have only used a small amount of these funds for items such as temperature taker salaries, PPE, &amp; supplies. There are renovations we would like to consider in the new year.</li> </ul> <p>Vicki discussed offering retention awards for staff using a combination of end of fiscal year and ARP funds. All staff will receive \$500 - \$2,000, depending on years of services and employment status.</p>	<p>favor. None opposed. Motion passed.</p> <p>Motion to approve the Financial Reports made by Lakeisha. Seconded by Eva. No discussion. All in favor. None opposed. Motion passed.</p> <p>Motion to approve the Retention Awards made by Karla. Seconded by Tacy. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b>Head Start Happenings</b></p>	<p>Alicia said all classes will be closed on 12/17, as well as for Winter Break 12/23-1/2. The BOD meeting is 12/13.</p>	<p></p>
<p><b>Vaccine Mandate</b></p>	<p>Vicki shared the latest update on the vaccine/mask mandate released by the Office of Head Start on 11/30. There is a mask mandate for everyone 2 years old and up in all centers, effective immediately. HSWC has been doing this all along but that is not the case with many other HS programs. The vaccine mandate is for all staff, certain contractors in contact with children, and volunteers working with children. Everyone must be fully vaccinated or have an approved exemption. The latter will have to test and submit results weekly. We have been and will continue to offer on site vaccination clinics for our staff to assist</p>	<p></p>

<p><b>New Business Curriculum/ Assessment Tool</b></p>	<p>them in meeting this regulation. Vicki will be reaching out to staff who are unvaccinated in an effort to hear their intentions and be able to plan for resulting vacancies. We currently have about 69% staff fully vaccinated. We are hoping to be at 75-80% by January. Vicki &amp; Linda will review all medical and religious exemptions. The Vaccination Policy has been shared with all staff along with why it is being done, who it applies to, how to get vaccinated, paid time to do so, &amp; the mask mandate regardless of vaccination status. The vaccine mandate deadline is 1/31/22. Staff must be fully vaccinated and receive their second shot by 1/31/22. HSWC must also have their proof of vaccination on file. We must receive exemption requests by 1/7/22. We are working closely with all staff and hoping to only lose a few to the mandate. Depending on who they are, we may have to close a classroom or pause a bus route temporarily.</p> <p>Laura spoke about the curriculum and assessment tools used in HSWC. Performance Standards are rules programs are required to meet. Center-based programs must use research-based early childhood curricula. They must be developmentally appropriate and aligned to HS Early Learning Outcomes framework. The curriculums used at HSWC include: Creative Curriculum in EHS and Creative Curriculum (the kit) in seven HS classrooms, Children Study Their World &amp; Children Explore Their World.</p> <p>We conduct standardized &amp; structured child assessments. They must be observation-based and we share the information with parents. We use conferences and final Home Visits for this. We are also required to analyze and aggregate the data three times a year.</p>	
--	---	--

	<p>This lets us know if we need to train teachers in particular areas for growth. Our assessment tools are: Teaching Strategies GOLD in EHS and Early Learning Assessment Tool in HS. We are hoping this will finally be our baseline year for the latter as COVID has prevented a full baseline year thus far. Our Home Base program uses Parents as Teachers.</p>	
<b>By-Laws</b>	<p>Alicia sent out revised By-Laws prior to the meeting. A couple of revisions were made. Everyone confirmed their review. The fully revised and official By-Laws will be sent out after approval.</p>	<p>Motion to approve the By-Law revisions as presented made by Lauren. Seconded by Lakeisha. No discussion. All in favor. None opposed. Motion passed.</p>
<b>Old Business</b>	<p>None.</p>	
<b>Personnel Update</b>	<p>Linda said this week we have a maintenance worker, TA at Shriver, and FA at Shriver starting. Internal candidates will also be interviewed for MLK TA and Elgin TA positions. If selected, we will have a Shriver Classroom/Bus Aide open and a FT/Permanent Substitute open. We still have a Resource Assistant open and will be posting tomorrow for an FA at Shriver. We still need four full time and part time bus drivers.</p>	
<b>Next Meeting</b>	<p>The next meeting is scheduled for January 10, 2021 – 5pm – virtually.</p>	
<b>Meeting Adjourned</b>	<p>The meeting was adjourned at 5:54pm.</p> <p>Documents Provided:</p> <ul style="list-style-type: none"> <li>- Agenda December 6, 2021</li> <li>- HSWC 2021-2022 10 October Monthly Report</li> <li>- PC By-Laws 2021 Updated</li> <li>- PC Treasury December 6, 2021</li> <li>- Oct 21 HS and EHS Combined Budget - PC</li> </ul>	