

**Head Start of Washington County  
Policy Council Governance Training Minutes**

Date: November 10, 2025

**Council Members Present:** Mariah Ford, Cassandra Siegelstein, Paul Simson, Aleasa Price, Lydia Brady, Samia Williams, Tamara Lloyd Owens, & Jaime Mayo

**Council Members Absent:** Markia DiPietro

**HSWC Staff Present:** Laura Harbaugh, Alicia Carter, Linda Blontz, & Kaprice Vaughan-Smith

<b>Subject</b>	<b>Discussion</b>	<b>Action</b>
<b><u>Call to Order</u></b>	The meeting was called to order at 6:09pm.	
<b><u>Roll Call/Quorum</u></b>	Alicia took roll call. A quorum was met.	
<b><u>Review of Minutes</u></b>	The October minutes were reviewed. There were no changes.	Motion to approve October minutes by Jaime. Seconded by Lydia. No discussion. All in favor. None opposed. Motion passed.
<b><u>Treasurer’s Report</u></b>	The Treasurer’s Report was reviewed.	Motion to approve the Treasurer’s Report made by Tamara. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.
<b><u>Director’s Report Monthly Reports</u></b>	Laura shared the Monthly Report through the end of September, the first month of the new program year. We were fully enrolled. Drops and withdrawals were up in September as we got in touch with families. Wait List numbers increased, typical for start of program year. Homeless numbers were up as well. Attendance met our 85% goal at all centers, except Noland, the smallest center. In-Kind was low in August, which is normal as only Elgin & EHS were in session for the first week of the month.	Motion to approve the Monthly Report made by Jaime. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.
<b><u>Finance Reports</u></b>	Laura reviewed the finance report through the end of September. This report runs on the fiscal year, so we are over halfway through. September was a normal month. In-Kind is only 1% under where we should be right now.	Motion to approve the Finance Report made by Lydia. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.



<p><b><u>Education Services Overview</u></b></p>	<p>Director of Education, Laura, spoke briefly about her department. Early Childhood Managers (ECMs) supervise all the teaching staff. The Developmental Services Manager &amp; Behavioral Health Manager work together regarding IEP meetings, Birth-5, mental health, etc. There is also the Early Childhood Professional Development Manager who assists teaching staff with training and coaching. Teaching staff have lesson plans &amp; activities that come from the curriculum. Laura briefly covered the curriculums used in HS &amp; EHS classrooms as well as with Home Based teachers. Other items discussed were assessments, parent/teacher conferences, &amp; the Excels rating system.</p>	
<p><b><u>School Readiness Report</u></b></p>	<p>Laura reviewed the School Readiness Report from the previous program year. The 4-year-old data was based on only 48 children, who have transitioned to kindergarten. Of those, 11 had a diagnosed disability and 8 experienced homelessness. Also, 36 of those children had been with HS for two years and saw an average of 46% growth from the previous year. This was the final year for using this assessment tool. MSDE created a new tool, and we began using it this year. Laura also spoke about the observation tool, CLASS as well as EHS assessment tools.</p>	
<p><b><u>Self-Assessment Review</u></b></p>	<p>Alicia reviewed the 2025 Self-Assessment Highlights that included the purchase of a bus with a handicap lift, a partnership with Open Minds for art and yoga in classrooms, staff wellness, our quality improvement project for attendance, and many other accomplishments during this 5-year grant period. This year's Self-Assessment will be held in June during Planning Days</p>	
<p><b><u>In-Kind Progress and Assessment of Waiver</u></b></p>	<p>Laura spoke about current In-Kind progress. Rhonda projects what our monthly &amp; annual totals will look like and thinks we are close but may need to request a waiver. Vicki will talk more about this next month.</p>	

<p><b><u>Staff Payout of PTO</u></b></p>	<p>Laura said in our PTO Policy it states that we pay out up to 10 days of unused PTO per year. If funds allow, we would like to pay out 100% of all unused PTO for all staff. We have done this in previous years. Rhonda will be able to give an exact amount of remaining funds closer to that timeframe.</p>	<p>Motion to approve the Staff Payout of PTO, if funds allow, made by Lydia. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.</p>
<p><b><u>Personnel Updates</u></b></p>	<p>Linda gave the Personnel Update.  - New Hires – Elgin TA, Shriver TA, PT/FY Classroom Aide, PT/PY Classroom Aide  - Open Positions – 1 Shriver Center Support Assistant, 1 Substitute Bus Driver</p>	
<p><b><u>Old Business</u></b></p>	<p>None.</p>	
<p><b><u>Next Meeting</u></b></p>	<p>December 8, 2025 at 5:30pm at Shriver</p>	
<p><b><u>Meeting Adjourned</u></b></p>	<p>The meeting was adjourned at 7:10pm.</p> <p>Documents Provided:  101325 Policy Council Minutes  Agenda November 10, 2025  PC Treasury November 10, 2025  HSWC 25-26 Monthly Report 09-25  Sep 25 HS and EHS Combined Budget - PC Advisory Groups  PC Education Service Area Overview Nov 25  2024-2025 School Readiness Report  Positive Guidance Policy 25 (1)  Mental Health referral Guidance for Staff 25</p>	<p>Motion to adjourn meeting made by Jaime. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.</p>