

Head Start of Washington County Policy Council Governance Training Minutes

Date: October 13, 2025

Council Members Present: Mariah Ford, Paul Simson, Aleasa Price, Lydia Brady, Samia Williams, & Jaime Mayo

Council Members Absent: Markia DiPietro, Cassandra Siegelstein, & Tamara Lloyd Owens

HSWC Staff Present: Erica Parrotte, Alicia Carter, Laura Harbaugh, Linda Blontz, Rhonda Smith, & Tammy Keener

Subject	Discussion	Action
<u>History of Head Start & Program Governance & Shared Decision Making Videos</u>	In the interest of time, these videos were viewed during the meal, prior to the meeting being called to order.	
<u>Call to Order</u>	The meeting was called to order at 5:59pm.	
<u>Roll Call/Quorum</u>	Alicia took roll call. A quorum was met.	
<u>Vote – Officers/Community Reps/New Members</u>	Voting for new Policy Council Officers held. - Chairperson - Aleasa was nominated. - Community Rep – Jaime introduced herself. She works at the Hagerstown Housing Authority, is a former HSWC parent and staff member, & former PC member. - Alicia will contact a few parents who were interested in Policy Council membership.	Voted in by voice: Aleasa as Chairperson. Motion to approve Jaime as Community Rep made by Mariah. Seconded by Samia. No discussion. All in favor. None opposed. Motion passed.
<u>Review of Minutes</u>	The September minutes were reviewed. There were no changes.	Motion to approve September minutes by Mariah. Seconded by Semia. No discussion. All in favor. None opposed. Motion passed.
<u>Treasurer’s Report</u>	The Treasurer’s Report was reviewed.	Motion to approve the Treasurer’s Report made by Mariah. Seconded by Semia. No discussion. All in favor. None opposed. Motion passed.

<u>Rhonda Smith – Director of Finance Finance Report</u>	Rhonda reviewed the Finance Report through the end of August. We are eight months into our grant. In-Kind is .7% short of budget, which is great compared to last year. We received a carry-over request from last year for an HVAC unit at Memorial Blvd., and a Nutrition Supplemental Grant for equipment upgrades at MLK/Shriver, some classroom materials, & training for parents.	Motion to approve the Finance Report made by Mariah. Seconded by Semia. No discussion. All in favor. None opposed. Motion passed.
<u>Refunding Application</u>	Rhonda said we are required to submit a new budget for our program annually. February is the start of our new 5-year Grant Cycle and the application is due 11/1. The Narrative was circulated for review. Rhonda explained and summarized the Narrative. There is a separate budget for HS & EHS. There was no additional federal funding but we did receive state funding for a second Pre-K classroom. Most expenses are shared between HS & EHS. For every dollar received from the federal government, we must earn 25% in In-Kind. This is where volunteer hours count.	Motion to approve the Refunding Application made by Lydia. Seconded by Semia. No discussion. All in favor. None opposed. Motion passed.
<u>Erica Parrotte – Director of Programming Intro to Service Area Monthly Reports</u>	Erica introduced herself and the areas she supervises: Family Services, Health Services, Food Services, Transportation, & Facilities. Erica shared the Monthly Report through the end of August. We remained fully enrolled. There were only children at Elgin and EHS. The Waitlist decreased as children were placed in classrooms for the new program year. Attendance was down due to vacations.	Motion to approve the Monthly Report made by Semia. Seconded by Lydia. No discussion. All in favor. None opposed. Motion passed.
<u>PIR Summary</u>	Erica said all programs are required to submit a Program Information Report annually. She reviewed the most recent. We had 7 expectant families, which is higher than usual. We had an increase in homeless families. The number of children with disabilities increased a little. She also reviewed health service information.	

<u>BOD</u>	Erica shared the BOD roster document.	
<u>Final Goal Review</u>	Erica reviewed the three new goals for our new 5-year Grant Cycle, that starts 2/1/26. - Sustain a High-Quality Workforce - Establish an Efficient Program-Wide Data Informed Management System - Strengthen Child, Family, Staff, and Community Relations	
<u>Tammy Keener – Family Services Manager</u> <u>ERSEA Information</u>	Tammy introduced herself and her service area. Our Selection Criteria is reviewed every year. All applications are measured and ranked by these criteria. Tammy also explained the Enrollment process.	
<u>Enrollment Fraud</u>	Tammy explained how all applications are measured by the same criteria. It is against Head Start policy to place someone higher on the Waitlist or in a classroom because of a personal relationship or fraudulent information. All staff, PC and BOD members are trained on enrollment fraud and sign a statement regarding it.	
<u>Performance Standards & MHSA Program Governance Training</u>	Alicia briefly explained the Performance Standards and optional MHSA Program Governance training information.	
<u>Timeline</u>	Alicia said the timeline is a guide to keep PC on track for what happens at each meeting.	
<u>By-Laws/Quorum (Importance)</u>	By-Laws were reviewed/passed last month.	
<u>Head Start Acronyms</u>	Helpful acronyms for a variety of items routinely discussed at meetings.	
<u>About Head Start (HSWC – Our Mission, Our Vision, Our Values, Our Goals)</u>	All of this information can also be found on the Head Start website. The PBIS statement is also included here.	
<u>Composition</u>	Alicia reviewed the PC composition for each center. Aleasa spoke about having an information table at each of the big family events to help promote PC. PC Composition was voted on last month.	
		Motion to accept the Final Goals as presented made by Mariah. Seconded by Semia. No discussion. All in favor. None opposed. Motion passed.

<u>Impasse Procedure</u> <u>Ground Rules</u> <u>Linda Blontz – Director of Human Resources Policy Update – Paid Time Off (PTO)</u> <u>Hiring/Termination Procedures/Personnel Updates</u> <u>Organization Chart</u> <u>Laura Harbaugh – Director of Education Introduce Service Area</u> <u>Policy Council Positions Available</u> <u>Next Meeting</u> <u>Meeting Adjourned</u>	This is in place in case the BOD and PC cannot come to an agreement about how something should be voted on. Aleasa briefly reviewed the Ground Rules of PC. This can always be added to, if needed. Linda explained the update to the PTO Policy regarding employees resigning or retiring. They must provide a minimum of 2-weeks notice to be paid for any earned but unused PTO, up to 10 days. Employees terminating employment without proper notice or for cause will not be paid for any earned but unused PTO. A short discussion regarding PTO & ESS explanation took place. Linda gave the Personnel Update. - 1 Resignation - 1 Termination - Internal Transfers – 1 Substitute to Classroom Aide, 1 PT Classroom Aide to FT Classroom Aide, 1 Classroom Aide to Bus Aide, 1 Teacher Assistant to Substitute - New Hires – 2 Shriver Classroom/Bus Aides, 1 Elgin Classroom Support - Interviews – Shriver Teacher Assistant Linda also explained the hiring process of starting with internal postings for three days, then opening to external postings. Linda presented the updated Org Chart. Laura introduced herself and her service area. She supervises the education staff. PC Officer Positions still available - Treasurer and Vice Chairperson November 10, 2025 at 5:30pm at Shriver The meeting was adjourned at 7:50pm.	Motion to approve the PTO Policy Update made by Mariah. Seconded by Jaime. No discussion. All in favor. None opposed. Motion passed. Meeting adjourned. No motion.
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	Documents Provided: Training Agenda 10-13-25 091525 Policy Council Minutes PC Treasury October 13, 2025 25.26 ERSEA Pre Service Document 2024-2025 PIR Summary About HS 2025 Board of Directors Revised July 29 2025 Definitions for Policy Council 2024 Head Start Acronyms HS-Program-Governance-Reference-Book HSWC 24-25 Monthly Report 25-08 Impasse Procedure 2025 New 5Yr Goals Org Chart 9-2025 Parliamentary Procedure 2021 Part 1301 PC By-Law 2025 Updated Policy Council Composition 2025-26 Policy Council Ground Rules Policy Council Timeline 2025 PTO Policy	
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