

Head Start of Washington County Policy Council Meeting Minutes

Date: September 15, 2025

Council Members Present: Aleasa Price, Mariah Ford, Markia DiPietro, Cassandra Siegelstein, & Tamara Lloyd Owens

Council Members Absent: Shirley Thorne & Elizabeth Howe

Potential Council Members Present: Lydia Brady, Samia Williams, & Paul Simson

HSWC Staff Present: Vicki Robinson, Alicia Carter, Laura Harbaugh, Linda Blontz, & Rhonda Smith

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 5:59pm.	
<u>Roll Call/Quorum</u>	Aleasa welcomed everyone and Alicia took roll call. A quorum was met. Everyone introduced themselves.	
<u>Elect New Members</u>	Voting in of new Policy Council Members took place. - Noland - Cassandra Siegelstein & Paul Simson - Shriver HS – No new - Shriver EHS - Lydia Brady - Elgin – No New - MLK HS – Markia DiPietro - MLK EHS – Mariah Ford - Home Based – Samia Williams - Aleasa will be voted in next month as the only officer. Two community representatives and possibly five more parents will be voted in next month as well.	Voted in by voice: Cassandra as Noland Primary and Paul as the Noland Alternate, Lydia as Shriver EHS, Markia as MLK HS, Mariah as MLK EHS, & Samia as HB Policy Council members.
<u>Discuss Roles of Officers</u>	Aleasa went through the roles of the Policy Council Officers.	Motion to approve June minutes with correction made by Markia. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<u>Review of Minutes</u>	The June minutes were reviewed. There were no changes.	
<u>Treasurer's Report</u>	The Treasurer's Report was reviewed.	Motion to approve the Treasurer's Report made by Tamara. Seconded by Markia. No discussion. All in favor. None opposed. Motion passed.

<u>Director's Update</u> <u>Monthly Report</u> <u>Mini Training</u>	Vicki introduced herself to all and shared the Monthly Report through the end of July. She explained the report in detail for new members as she went through it. In July, we were fully enrolled, only Elgin and EHS were open. The Wait List dropped as children were placed in classrooms for Fall. We saw stable numbers for applications received. We had seven homeless families. We strive for 85% attendance throughout centers. Summer attendance is always lower due to vacations and siblings being home. Volunteer Hours are lower over the summer as less children are in centers.	Motion to approve the Monthly Report made by Markia. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<u>Agency/Program Goals</u>	Vicki reviewed the proposed 5-Year Program Goals. This is our last year of our current grant cycle and these new goals will align with our refunding application that must be submitted by November 1st. Our new grant will begin February 1, 2026. These goals have been discussed with Policy Council, Board of Directors, our Program Planning Committee, Leadership Team, & staff. They include: (1) Sustaining a high-quality work force (2) Having an efficient program-wide data informed management system and (3) Strengthening child, family, staff, & community relationships. Objectives for each goal were also discussed.	
<u>Finance Report</u> <u>Mini Training</u>	Rhonda introduced herself and explained the set-up of the finance report and reviewed it through the end of July. We have a little more than half of our budget left and are at 43.7% of our In-Kind requirement. We will continue to watch this to see if we need to apply for a waiver.	Motion to approve the Finance Report made by Markia. Seconded by Cassandra. No discussion. All in favor. None opposed. Motion passed.
<u>Head Start Happenings</u> <u>New Business</u> <u>Audit Presentation</u>	Alicia reviewed Head Start Happenings. - 9/17 PBIS Meeting 9:30am-11am at SS - 9/29 BOD Meeting 12pm-2pm virtually Rhonda explained the annual financial audit process. Once the audit report is received, the Finance Committee goes over it in detail,	

	then it is presented to the BOD, where it is voted on & approved. Rhonda then presented it to the Policy Council. There were no findings.	
<u>Bus Disposition</u>	Rhonda explained the process of asking the regional office for permission to dispose of a bus. Last year we requested one-time funds to purchase a new bus and now that we have it we no longer need one of our oldest buses. In order to dispose of it, we have to get approval from the BOD & PC before submitting to the government. The tags have been pulled. It needs over \$10K in repairs and estimated value is only \$3K-4K. We have enough buses in our fleet that it is no longer needed.	Motion to approve the request to ask permission for disposition from the government for bus #5 made by Tamara. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.
<u>Parent Survey Presentation</u>	Alicia reviewed the results of the 2024-25 end of year parent survey, done via Class DoJo. We use this information to improve our program. Highlights included: - 103 families completed the survey - Overall, responses were positive - Top family stressors: money, child disabilities/behaviors, & employment - 93% of families reported being aware of PBIS, up from 86% last year	
<u>Self-Assessment</u>	Tabled until next month.	
<u>Old Business</u> <u>Summer Review Policy and Procedures – Confidentiality, Conflict of Interest, Standards of Conduct, Roles of PC Members, By-Laws, Shared Governance Plan, Parent Reimbursement, & Budget Narrative</u>	Alicia discussed the various policies that were updated over the summer. They need to be reviewed & approved. Regarding the By-Laws, there were a few changes. Highlighted areas are updates, sentences crossed out will be removed.	Motion to approve the collective Policies and Procedures as presented made by Tamara. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.
<u>Personnel Update</u>	Linda gave the personnel update. *Resignation – 1 Noland Resource Assistant *New Hires – 1 MLK EHS Teacher, 1 PT/FY Classroom Aide, 1 Substitute, 1 MLK Classroom/Bus Aide, & 1 Shriver TA	

<u>Policy Council Tables at Events</u> <u>Recognize Outgoing Members</u> <u>Next Meeting</u> <u>Meeting Adjourned</u>	*Interviews – Shriver Classroom/Bus Aide, Noland Resource Assistant, & PT/FY Classroom Aide Aleasa mentioned the Policy Council has permission to have an informational table at all of the HS events. She will send out reminder emails prior to the events. *10/16 Fall Fest *11/20 Bee Thankful Event *3/12 Bee Healthy Event *5/7 Celebration of Spring Alicia mentioned two members, not in attendance who are leaving. The rest are returning! Alicia also thanked everyone for keeping Policy Council running smoothly over the past year. October 13, 2025 at 6pm at Shriver The meeting was adjourned at 7:30pm. Documents Provided: Agenda September 15, 2025 060925 Policy Council Minutes Budget narrative Fiscal year 2 25 to 1 26 Duties of Policy Council Officers HSWC 24-25 Monthly Report 25-07 I1 2024-2025 Parent Survey Handout Parent Reimbursement Policy 2025 PC By-Law 2025 Updated PC Treasury September 15, 2025 Roles of a Policy Council Member 2025 Shared Governance Plan 2025 Shared-Governance Confidentiality Policy 2025 Shared-Governance Conflict of Interest 2025 Standards of Conduct 2025	Meeting adjourned. No motion.
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