

Head Start of Washington County Policy Council Governance Training Minutes

Date: December 8, 2025

Council Members Present: Mariah Ford, Aleasa Price, Lydia Brady, Samia Williams, & Tamara Lloyd Owens

Council Members Absent: Cassandra Siegelstein, Paul Simson, & Jaime Mayo

HSWC Staff Present: Vicki Robinson, Alicia Carter, & Linda Blontz

Subject	Discussion	Action
<u>Call to Order</u>	The meeting was called to order at 6:20pm.	
<u>Roll Call/Quorum</u>	Alicia took roll call. A quorum was met.	
<u>Review of Minutes</u>	The November minutes were reviewed. There were no changes.	Motion to approve November minutes by Lydia. Seconded by Mariah. 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 Samia. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<u>Director's Report</u> <u>Monthly Reports</u>	Vicki shared the Monthly Report through the end of October. We remained fully enrolled. There was no change in over-income numbers. There were 5 drops from HS & 2 from EHS. Enrollments have slowed down & the Wait List grew a little. Homeless numbers have gone up as we get to know families. We have 10 homeless families with 17 children. October attendance was good, with Hand Foot & Mouth being prevalent. Only Noland was just below the 85% threshold. Home Visits went well. Volunteer Hours for September were up to 1271.	Motion to approve the Monthly Report made by Lydia. Seconded by Samia. No discussion. All in favor. None opposed. Motion passed.
<u>Finance Reports</u>	Vicki reviewed the finance report through the end of October. There was nothing unusual. The HVAC at Memorial was finished. We are at 72.9% of our In-Kind, about 1.1% short. Those are great numbers but we are still planning to submit a waiver request, in case do not meet the goal.	Motion to approve the Finance Report made by Tamara. Seconded by Lydia. No discussion. All in favor. None opposed. Motion passed.

<u>Head Start Happenings</u>	Alicia reviewed Head Start Happenings: 12/15 – BOD Meeting – 12pm-2pm Virtual 12/17 – PBIS Meeting 9:30am-11am 12/22-1/4 – All Centers Closed – All centers open on 1/5, except MLK on 1/6.	
<u>New Business SR Goals</u>	Vicki shared the 25-26 School Readiness Goals & Action Plan. She reviewed the domains and spoke about how the goals align. There are benchmarks within each goal as well.	
<u>Curriculum/Assessment Tool</u>	We did change assessment tools this year and are looking forward to seeing the scores from this new tool. Curriculums have not changed this year. We use: Children Discover Their World & Children Study Their World for HS + Creative Curriculum for EHS.	
<u>Personnel Update</u>	Linda gave the Personnel Update. - New Hires – 1 PT/PY Classroom Aide & 1 Center Support Assistant at Shriver - Open Positions – 1 Elgin PT/FY Classroom Support, 1 Substitute Bus Driver	
<u>Old Business</u>	None	
<u>Community Assessment</u>	Vicki presented the 2025 full Community Assessment. A full assessment is required every 5 years. It includes Washington County data such as demographics, unemployment, etc. It also includes HSWC parent survey data, homeless numbers, children with disabilities, community strengths, resources, etc.	
<u>In-Kind Progress and Assessment of Waiver</u>	Vicki discussed the Federal in-kind requirements. We have always needed a waiver, as do many programs. We have made huge improvements through our efforts to raise our in-kind dollars. This year we are only about 1-2% below budget. It is possible we will make the match, but it is close and there is no penalty to request a waiver and then not need it. We would still like to request a waiver, up to 3%.	Motion to approve an In-Kind Waiver for up to 3% of the budget made by Lydia. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.

<u>Next Meeting</u> <u>Meeting Adjourned</u>	January 12, 2026 at 5:30pm at Shriver The meeting was adjourned at 6:45pm. 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	Motion to adjourn meeting made by Jaime. Seconded by Mariah. No discussion. All in favor. None opposed. Motion passed.
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