## Head Start of Washington County Policy Council Meeting Minutes

Date: May 12, 2025

**Council Members Present:** Aleasa Price, Mariah Ford, Markia DiPietro, Shirley Thorne, Tamara Lloyd

Owens, & Elizabeth Howe

**<u>Council Members Absent:</u>** Cassandra Siegelstein

HSWC Staff Present: Vicki Robinson, Alicia Carter, Erica Parrotte, Laura Harbaugh, Linda Blontz, &

Rhonda Smith

| Subject   | Discussion   | Action   |
|---|--|--|
| Call to Order                                     | The meeting was called to order at 6:00pm.   |  |
| Roll Call/Quorum                                  | Aleasa welcomed everyone and Alicia took roll call. A quorum was met.  | Matienta anno Marak  |
| Review of Minutes                                 | The March minutes were reviewed.   | Motion to approve March minutes made by Markia. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.   |
| <u>Treasurer's Report</u><br><u>March/April</u>   | The March and April Treasurer's Reports were reviewed.   | Motion to approve the March Treasurer's Report made by Tamara. Seconded by Markia. No  |
| <u>Director's Update</u><br><u>Monthly Report</u> | Vicki shared the Monthly Report through the end of March. We remained fully enrolled and there was no change in over-income numbers. Drops and withdrawals were minimal. The waitlist continued to grow. Re-enrollments for next year began. Homeless numbers increased slightly. Attendance has been steadily improving. Volunteer hours remained steady. | discussion. All in favor. None opposed. Motion passed.  Motion to approve the Monthly Report made by Elizabeth. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed. |
| <u>Finance Report</u>                             | Rhonda reviewed the finance report through the end of March. Our CCS revenue was down a little from this point last year due to a change in how the state of MD is reimbursing us. Utilities were up a little bit. Vehicle maintenance was up a little as well. In-Kind is only about .2% below our budgeted amount.                                       | Motion to approve the Finance Report made by Markia. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.  |

#### **Head Start Nationally**

Vicki gave an update to the council about things they may be hearing on a national level regarding Head Start, Federal programs, staffing and funding as well as advocacy efforts going on. So far over 350,000 letters have been sent to Congress in support of HS.

#### **Summer Programming**

Vicki said Noland will have a summer HS class. Elgin is open all summer as usual. Only EHS will be at MLK & Shriver for the summer.

#### **Carryover Request**

Vicki remained the members of the original request to the Regional Office for the In-Kind Waiver and permission to use the funds left in our budget to replace the HVAC unit at Memorial Blvd. We did receive approval for this but not until after the end of our fiscal year. Therefore, we now need to submit a Carryover Request to use those funds (\$10,450) from last year in the current fiscal year.

Motion to approve the Carryover Request as presented made by Elizabeth. Seconded by Markia. No discussion. All in favor. None opposed. Motion passed.

#### **Head Start Happenings**

Alicia reviewed Head Start Happenings.

- 5/14 PBIS Meeting 11am
- 5/19 BOD Meeting
- 5/26 Agency Closed Memorial Day
- 5/28 Last Day for HS Children at MLK, Shriver and Noland
- 5/29 EHS Begins 7 Hr Day

# New Business Fiscal Policies & Procedures Review

Rhonda said we are required by the federal government to have policies and procedures that govern everything the finance department does. The last major update was in 2020. She reviewed highlights of the updated Fiscal Policies and Procedures manual that was reviewed in detail with the Finance Committee and Board of Directors in the past month. The biggest changes are references to federal regulations, some wording changes, and a little expansion on definitions of policies.

#### **Kindergarten Updates**

Laura said there are about 50 children going from Head Start to Kindergarten this year. Of the 14 different schools these children will move on to, 12 of them have responded to do an articulation meeting with our staff. We are also doing field trips to five of the schools.

# Policy Council Brochure, Council Composition, Parent Concerns Procedure, & Impasse Procedure Reviewed

Alicia said she will give everyone hard copies and digital copies to review between now and the June meeting. Any changes, suggestions, or questions, email or text to Alicia by May 30th. We will vote in June.

#### **Personnel Update**

Linda gave the personnel update.

- Resignation 1 Elgin TA
- Retirement 1 MLK EHS Teacher
- Internal Hire 1 Elgin TA
- Interviews Internal candidate for MLK EHS Teacher
- Open Positions 1 Shriver FT/PY Classroom/Bus Aide, 1 Elgin PT/FY Classroom Support

### Old Business ERSEA Training Signature Page

Members were asked to sign the ERSEA fraud statement showing that we went over the information in March.

#### **Next Meeting**

June 9, 2025 at 5:30pm at Shriver

#### **Meeting Adjourned**

The meeting was adjourned at 7:00pm.

Meeting adjourned. No motion.

Documents Provided: Agenda May 12, 2025

031025 Policy Council Minutes PC Treasury May 12, 2025

HSWC 24-25 Monthly Report – 25-03 24.25 ERSEA Pre Service Document

Impasse Procedure 2025

Parent Concerns Procedure 2025
Policy Council Composition 2025-56

Policy Council Brochure 2025

Mar 25 HS and EHS Combined Budget - PC