Head Start of Washington County Policy Council Meeting Minutes

Date: June 9, 2025

Council Members Present: Aleasa Price, Markia DiPietro, Shirley Thorne, Tamara Lloyd Owens, &

Elizabeth Howe

Council Members Absent: Mariah Ford & Cassandra Siegelstein

HSWC Staff Present: Vicki Robinson, Alicia Carter, Laura Harbaugh, Linda Blontz, & Jennifer Barrett

Subject	Discussion	Action
Call to Order	The meeting was called to order at 6:04pm.	
Roll Call/Quorum	Aleasa welcomed everyone and Alicia took roll call. A quorum was met.	
Review of Minutes	The April minutes were reviewed. There was one spelling error to correct.	Motion to approve April minutes with correction made by Markia. Seconded by Shirley. 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 Elizabeth. Seconded by
<u>Director's Update</u> <u>Monthly Report</u>	Vicki shared the Monthly Report through the end of April. We have remained fully enrolled throughout this program year. The under-enrollment monitoring will end in September. There was no change in overincome numbers. New enrollments began in April. The Withdrawal number rose because families from the HS Wait List are being	Shirley. No discussion. All in favor. None opposed. Motion passed. Motion to approve the Monthly Report made by
	contacted for fall enrollment. EHS Wait List continues to grow. Homeless numbers went down a little in April. April attendance was amazing. Overall, 90% for the program. Volunteer Hours were up in March.	Markia. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.
<u>Finance Report</u>	Vicki reviewed the finance report through the end of April. We are only .2% under for In-Kind. We did also receive the new bus in April.	Motion to approve the Finance Report made by Tamara. Seconded by Shirley. No discussion. All in favor. None opposed. Motion passed.

Head Start Happenings

Alicia reviewed Head Start Happenings.

- 6/11 Last Day Pre-K Children
- 6/16 & 6/18 Leadership Planning Days
- 6/18 Self-Assessment-9am-12pm Shriver
- 6/19 & 6/20 Agency Closed
- 6/30 BOD Meeting
- 7/4 Agency Closed
- 7/28 BOD Meeting
- 8/7 Last Day Elgin Children
- 8/8 Last day EHS Children

New Business Agency Goal Review & Discussion

We are ending our fifth year of our 5-Year Grant Cycle. Each year we submit a continuing application and every five years we have to do a full base-line application. For this application, we have to look at our 5-Year Goals, wrap them up, and come up with new goals for the next five years. We will be discussing this at our upcoming Planning Days and Self-Assessment in June. Policy Council is welcome to attend. Once everything is completed, the new goals and application will be voted on in the fall. It is due by November 1st. Current topics for new goals include: Fostering growth and wellness within our staff, improved Data management, and increased public relations and community involvement.

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

Alicia reviewed these various forms. Dates on the PC Brochure will be updated. All other suggested revisions were completed. No changes needed on PC Composition. Transportation Manager changed on Parent Concerns. Due to more changes needed, Alicia will make all corrections on Parent Concerns and email out for voting. No changes were made on Impasse Procedure.

Child Abuse & Neglect Procedure and Behavior Guidance Policy

Jennifer reviewed the documents. The phone number was changed for DSS on the Child Abuse & Neglect Procedure. No other changes. There were no changes made to the Behavior Guidance Policy. There may be changes made in the fall, and if so, we will revisit then.

Motion to approve the PC Brochure, PC Concerns Procedure, & Impasse Procedure made by Markia. Seconded by Tamara. No discussion. All in favor. None opposed. Motion passed.

Motion to approve the Child Abuse & Neglect Procedure and Behavior Guidance Policy made by Elizabeth. Seconded by Markia. No discussion. All in favor. None opposed. Motion passed.

Officers

Summer Updates
By-laws, Policy Council
Budget, Standards of
Conduct,
Confidentiality Policy,
Conflict of Interest
Policy, Roles of Policy
Council Members, &
Parent Reimbursement
Procedure

Alicia asked if anyone who was returning for the next program year was interested in serving as an officer. Aleasa briefly explained the roles of the officers. Alicia will send an email and anyone interested should reply. An electronic vote will occur so officers are in place for the start of the new program year.

Alicia will send all of the forms out beforehand, then PC can meet to discuss and make any necessary changes. A time and date will be confirmed via email. Voting will take place in the fall.

Old Business

None

Personnel Update

Linda gave the personnel update.

- Resignation Bus Driver
- Open Positions Elgin FY/PT Classroom Support, Elgin TA, MLK EHS Teacher, Shriver Classroom/Bus Aide, PT Bus Driver

Next Meeting

September 2025 at 5:30pm at Shriver

Meeting Adjourned

The meeting was adjourned at 6:45pm.

Documents Provided:
Agenda June 09, 2025
051225 Policy Council Minutes
PC Treasury June 09, 2025
HSWC 24-25 Monthly Report 25-04
Apr 25 HS and HS Combined Budget – PC
Impasse Procedure 2025

Impasse Procedure 2025
Policy Council Brochure 2025
Parent Concerns Procedure 2025
Policy Council Composition 2025-26

Behavioral Guidance Policy 2024 Revised 5.2024

Child Abuse Neglect Crisis Policy 2025

Meeting adjourned. No motion.