

Tacoma Public Schools Head Start Policy Council



Policy Council Meeting Minutes – December 2022

Meeting called to order at 10:08 a.m.

Roll Call - The following sites were represented at the meeting:

18 sites with elected members, 12 sites in attendance (67%) (Community Partner does not count as a site, nor does the Chair)

- Arlington (Rep. & Alt)
- Birney (Rep. & Alt)
- Blix (Rep.)
- Downing (Rep.)
- Edison (Alt.)
- Franklin (Rep.)
- Geiger (Rep. & 2 Alts.)
- Jefferson (Rep.)
- Madison (Rep. & Alt.)
- Manitou (Rep.)
- Whitman (Rep.)
- School Board (Rep.)
- Community Partner (Rep.)
- PC Chair (Fern Hill)

November Meeting Minutes

Minutes from the November meeting were reviewed. The Willard Rep.(Sherman) made a motion to approve the minutes. Motion was seconded by the Downing Rep. (Sumers). Motion was approved.

Expanded Food and Nutrition Education Program (EFNEP)

Representatives from WSU Extension gave a presentation about upcoming EFNEP classes for Head Start families. Classes run for 9 weeks and last 60-90 minutes. Classes include healthy eating tips, how to save money on groceries, cooking tips, planning meals, and increasing physical activity. Representatives and Alternates were encouraged to discuss having EFNEP at their school site at Parent Center Committee meetings. Registration and interest forms were given to family advocates.

Remote Sign-In and Virtual Attendance

There will now be an option for remote attendance. Instructions were given on how to sign-in remotely if a Rep. or Alt. is unable to attend in-person.

Director's Report

Enrollment numbers are high. TPS Head Start is in the top 10% of enrollment for our region. Many programs in our region are struggling in enrollment. Attendance was below the 85% mark. Student absences were due to colds, RSV, and Covid. Head Start leadership is still working with Nutrition Services to obtain meal count data reports.

The program will now have two assistants who will not be assigned to a single class but will fill in where needed due to staff absences or extra help needed in a classroom. These positions will be referred to as Floaters.

A program-wide newsletter has been reinstated. The first issue will be in January 2023. This newsletter will be emailed out to families by each classroom advocate.

Still waiting for the Program Performance Standards to be updated to reflect new masking policies. And the program is still waiting for the FA2 45-day notification.

The Education Component Lead position is still vacant. All other positions are filled.

The following Information Memorandum was shared with the Council: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots.

Budget Report

The general Operating budget, Training budget, and Non-Federal Share budget were reviewed. A credit card report showing all purchases made Nov. 1 – Nov. 30 was included in the handout packet. There were no questions regarding credit card purchases.

Continued

Component Reports

Health – The health specialist spoke briefly on the masking requirements listed in the Performance Standards and ways to help minimize exposure to viruses and colds. An update on the Health Services Advisory Committee was also presented.

Family-Community – The program is hosting a Conscious Discipline class for parents January 11 and 12 at Willard Early Learning. The title of the class is “Helping Children Handle Big Emotions Through Empathy” Parents must RSVP to the event. Registration forms were handed out at the meeting and forms can also be picked up from classroom advocates.

Action Item: Approval of Teaching Staff Qualifications

The Executive Board presented the Teaching Staff Qualifications Policy for approval. A motion was made by the Geiger Alt (McCarthy) to approve the policy. The motion was seconded by the Manitou Alt. (Bussell). Motion approved.

Action Item: Approval of Family Support Qualifications

The Executive Board presented the Family Support Qualifications for approval. A motion was made by the Willard Rep. (Sherman) to approve the policy. The motion was seconded by the Franklin Rep. (Pomeroy). Motion approved.

Action Item: Approval of Coaching Model

The Executive Board presented the Coaching Model for approval. A motion was made by the Downing Rep. (Sumers) to approve the policy. The motion was seconded by the Whitman Rep. (Lee). Motion approved.

Action Item: Classroom Budgets

This item was tabled for the January 24th meeting due to time constraints.

Meeting adjourned at 11:35 a.m.