

Tacoma Public Schools

Head Start Policy Council



Policy Council Meeting Minutes – November 17, 2021

Due to Covid-19, all Head Start Policy Council meetings for the 21-22 school year will be virtual.

Meeting called to order at 11:02 a.m.

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

- Arlington (Rep.)
- Birney (Rep.)
- Downing (Rep.)
- Edison (Rep.)
- Geiger (Rep., Alt.)
- Jefferson (Rep.)
- Larchmont (Rep.)
- Madison (Rep., Alt.)
- Manitou (Rep.)
- Mann (Rep.)
- McCarver (Rep.)
- Willard (Rep.)

Ice Breaker: What is your child's favorite activity at school?

Director's Report

The Director of Early Learning presented the October 2021 report. Enrollment is at 307 (funded for 400). The attendance rate is 80.38% for October. The target is 85% or higher. The program currently serves 20 students with IEPs. Meals served data was not available due to the district still operating under the emergency breakfast/lunch program.

The program has a vacancy at Arlington for Assistant B and an upcoming vacancy for Assistant B position at Geiger. Other than those, the program is fully staffed.

Absences due to symptoms related to Covid are being tracked for data purposes. Since the beginning of school, three classrooms have had to switch to remote learning for a two-week period due to close contact, exposure to Covid.

Budget Report

The general operating budget for the year is \$5,805,092. As of now, the program has spent \$817,881.57. This includes salaries and benefits, as well as goods and services. The training budget for the year is \$73,074. The program has spent \$5,462.80 on training/professional development related activities.

A credit card report showing all purchases made October 1-31 was included in the handout packet. There were no questions regarding purchases.

A question was raised regarding funding for classroom activities and/or parent activities. It is a program requirement that classrooms have Parent Center Committee (PCC) meetings. Prior to Covid-19 restrictions, each classroom had a PCC meeting, about once a month, to discuss issues relating to the classroom and overall operation of the program. This meeting also included a parent/child activity and an educational component for parents. Snacks and/or meals were provided at the meetings. These PCC meetings were referred to as Family Gatherings. Due to Covid-19 restrictions, during the 20-21 school year, these gatherings were held virtually through Teams and Zoom. Activities were sent home for student and the parent(s) to work on together. Once restrictions on gathering within the building are lifted, Head Start will resume holding Family Gatherings.

Volunteering in the classroom has been on hold as well. Once Covid restrictions are lifted, parents may resume volunteering in the classroom. Head Start encourages parents to volunteer and participate in their child's education.

Component Reports

Education: Teachers will be contacting families to schedule student conferences. The conference days are December 6-10th. There will be no school for students during conference week. At the conference, parents will review their child's assessment data in areas such as Language and Literacy, Math, Social-Emotional, Physical (fine motor, gross motor).

Health: Advocates need to complete a screening on each student for vision, hearing, and BMI within the first 45 days of enrollment. For BMI, 93% of students had been screened, vision 92% and hearing 92%. The health specialist will be re-screening any students who were unable to complete the initial screening. The number of up-to-date physical and dental exams is low, and advocates will be focusing on getting families to schedule well child and dental exams in the coming months.

Family: Advocates are doing Partnership Contact visits with families. The Strengths and Needs Assessment that families complete ties into the Partnership agreement. These are program requirements for all families participating in the program.

Executive Board Elections

The results of the PC Executive Board elections are as follows:

Chair – Ashley Estrada

Vice Chair – Azucena Alejo-Verduzco

WSA Rep – Varvara Eckman

Member-at-Large: Daniela Pelaez Rodriguez

Meeting adjourned at 12:00 p.m.