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**Pasco County Schools Early Childhood Programs**

**Early Head Start/Head Start Policy Council Minutes December 9, 2021**

**Call to Order**

The meeting was called to order through Zoom at 10:35 am by Co-Chairperson, Rachel Watson. Welcoming all participants and establishing quorum.

Sue Montgomery engaged members in a uniting activity – “This or That”

**Old/New Business**

The minutes from the November meeting were emailed to members to review before today’s meeting. There were no corrections to the minutes. Motion made by Nina Stewart, Lacoochee to approve the minutes. Seconded by Amanda Shelton, Fox Hollow. Motion passed.

Sara Langi, Supervisor shared how routines can be disrupted during the holidays and provided some strategies regarding “adult health”. Election of a new community representative was tabled until January’s meeting.

Vicki Wolin, Director presented information from the new Health and Safety Head Start Performance Standard (HSPPS) regarding masking of classroom staff and children under 2, as well as vaccination requirements for Head Start staff. This became effective 11/30/21 and conflicts with the State of FL guidelines regrading masking of students. The HSPPS are like agreements. Only about 10% of Head Start programs are under the grantee of a School Board, we are unique. Moving forward, the district’s legal team, superintendent and Mrs. Wolin are meeting with good faith efforts to follow the HSPPS while the State of FL requirements are at odds. At this time all classroom staff should be masked unless they have an ADA exemption. A survey closes on 12/10/21 regarding the vaccination status of all program employees. Currently there are no talks of staff termination or exclusion of students from class.

**FA 2 Monitoring – What is it and why is it important?**

Dr. Liz Decamilla, Supervisor presented information on the Policy Council member’s role with Focus Area (FA) 2. This is a required audit and usually occurs once within the 5-year grant period. The first year of the grant was FA 1. Our program shared policies and procedures regarding services to families and their eligibility. FA 2 will focus on some of the following: The program’s intention behind program design, decisions, and operations; Strengths that developed and challenges faced; and a growth mindset of continuous progress and diversity. The content that will be a part of FA 2 is Data review and charts; Files reviews for eligibility; and classroom visits. Auditors will be present for about a week and will be interviewing Policy Council members as well as the School Board. Members will be able to “tell their story” regarding their involvement in shared decision making, which includes the programs organizational goals (Goals at a Glance). The Director will receive written notification 45 days prior to the FA 2 audit team arriving.

**Breakout Groups -** Choose Your Own Adventure Breakout Rooms

* School Readiness Committee Overview (starting in January) (Leslie/Wendy)
* Social/Emotional Curriculum – Conscious Discipline Overview (Stacey)

**\*In the interest of time this was tabled to January’s meeting\***

**Monthly Program Information Report**

Alexis Russell, ERSEA Coordinator presented the following information for the month of November in comparison to October: There was a correction noted from last month’s report that the total number served for October in Head Start was 600 and not 595. Additional information that was shared: Number of families enrolled in Head Start and Early Head Start, a breakdown of how each enrolled family has qualified, the number of families withdrawn, on the waiting list (with a breakdown of the number of eligible on the waiting list and over income), the number of children enrolled with a diagnosed disability, center attendance percentages, and number of meals served. The Head Start program continues to increase its enrollment each month, despite continued withdraws.

**Budget Report**

Jayzsa Rosario Agostini, Finance Account Analyst presented the program budgets and in-kind reports. Also presented was SF 425 Final Report & Budget Carryover Request. Motion made by Odette Odierno, James M. Marlowe to approve the budget report and carry over request. Seconded by Jessica Kersey, Pineview. Motion passed.

**Personnel Recommendations/Program Vacancies**

Vicki Wolin, Director provided members with a list of personnel who have been hired, including welcoming Leon Collier, Social Educator, who was an attendee at Policy Council. Reminder that all applicants go through a thorough hiring process with the District’s Human Resources Department. Odette Odierno suggested that the chart that was shared for new hires, also include the qualifications for them. Motion made by Jessica Kersey, Pineview to accept all personnel recommendations. Seconded by Amanda Shelton, Fox Hollow. Motion passed.

Current vacancies include Instructional Assistants (4), a Classroom Assistant, teacher, Health Assistant for ECP and a Secretary III for the ECP office.

**Upcoming Program Functions & Door Prizes**

Mary Burris, Family Services Coordinator shared information regarding the parent committee meeting on December 14th. There will be 4 meetings regarding healthy eating and cooking healthy meals. Mary also shared some upcoming parent meetings in January. Congratulations to our door prize winners, Nina Stewart and Silvia Lopez. All representatives will receive a book and free sandwich coupon for attending meeting today.

**Adjournment**

Motion made by Odette Odierno, James Marlowe to adjourn the meeting at 11:53. Seconded by Amanda Shelton, Fox Hollow. Motion passed.