

Head Start Policy Council Minutes

Thursday October 22, 2020

2:30 PM

- Meeting called to order at 2:35pm
- Welcome and Introductions
 - Attendees:
 - Andi Owens, Debra Wyant, Susan Simonds, Kelly Hall, Thelma Dorsey, Brandon Young, Diane Armstrong, Debra Norris, Christine Jewett, Julia Maddox, Beth Roth, Jill Hutchison, Charlottis Woodley, Kaelyn Petrillo
- Review of September minutes & motion to approve
 - Julia motioned to approve, Beth seconded
- Program Updates
 - Instructional updates
 - In Person Learning return
 - Wed Oct 28 for a 2 day on-site return with Friday as an asynchronous day
 - Students returning on-site will attend Monday-Thursday
 - All full day classes have been restructured as ½ day sessions due to Covid regulations and CDC guidelines
 - Class numbers have been reduced for safety and compliance
 - All students have option for virtual learning while keeping full family support services
 - 103 iPads have been handed to students with 3 iPads still pending with 2 using personal hardware
 - Supplies for at-home learning (white-boards, manipulatives, etc.) have been distributed to students with another scheduled in the near future
 - Head Start will remain ready to switch back to virtual-only learning at any time in the event of a new Covid event
 - Schoology
 - Virtual learning began Sept 8 with 80% participation by students using both Schoology and Google Meet
 - Teachers continue to incorporate Frog Street themes
 - Planning a virtual parent involvement in December
 - Conscious Discipline Parenting Curriculum
 - Trish Barry-Utzig who has been uploading all elements and materials into the Schoology program
 - Last week, offered two-session opportunity for parents to view parent curriculum but no one participated
 - Head Start will work on promoting and encouraging participation
 - The parenting curriculum matches and compliments the social-emotional learning and classroom practices of Head Start
- Return Safe Updates
 - All classrooms have received disposable masks and sanitizer for students
 - All staff has received masks, gowns, face shields, gloves, and sanitizer
 - Extra PPE has been supplied for toileting including spray sanitizer
 - Staff training took place on October 14 & 15
 - Updated Safety Protocols to comply with Covid regulations, but there is not a significant change with prior protocols. Weekly procedures became daily
 - HS has received support and guidance from SMCPs as well as timely updates of state

mandates and regulations

- All students will wear masks at all times during the day except:
 - Meals, snack, and water breaks
 - Children under 2 or with breathing difficulties
 - Staff when they are the only person present in a room, with no other staff, students, or visitors
- Meals
 - Students will be taking food home every day
 - AM students will eat breakfast and snack and will take home lunch, snack, and supper
 - PM students will eat breakfast and snack and will take home supper, snack, and breakfast for the next day
 - On Thursday, all students will take home a breakfast, lunch, snack, and supper to provide food for Friday when they are not attending school
 - Notes will have to be sent to communicate to families about food in the student's backpacks and the need to refrigerate perishable foods (eg. milk).

- Enrollment 2020-2021

- **Banneker**

Teacher	AM Students	PM Students	Virtual Students	Students with IEPs
Gomez (3s)	8	6	4	1
Arcadipane (4s)	8	3	4	0
Gaddis (4s)	3	6	6	2

- **Greenview Knolls**

Teacher	AM Students	PM Students	Virtual Students	Students with IEPs
Hayden (3s)	6	6	3	2
Mullins (4s)	5	4	5	0
Reed (4s)	5	5	3	3
Watrous (4s)	6	2	7	2

- Students are still moving to virtual; classes are constantly in flux
- Will give on-site students time to acclimate before potentially going live during a class session
- GKES Relocatable
 - New classrooms are up and running
 - There is a reduced amount of furniture to provide as much space as possible to meet physical distancing regulations
 - New technology has been provided by SMCPs. When SMART Boards are replaced, they will be updated to SMARTtvs
 - Head Start may consider purchasing new boards in the future although we limit the use of technology in the curriculum

- Financial Updates
 - Main Grant (as of 9/30/2020)
 - Budget is FY July 1, 2020 to March 31, 2021
 - Majority of budget goes to salaries
 - There is money left in Contracted Services which will be tapped for substitutes when/as needed
 - There is money left in supplies and materials because CARES Act funds have been used for most of the technology and materials purchased for virtual learning
 - Other charges include transportation costs to and from school. Even though they are not currently running, we are paying salaries, but not fuel and mileage, so there will not be a significant savings in this category
 - TTA budget began effective April 1
 - Extra staff development for Schoology, COVID, and similar needs, with some funds utilized from other resources
 - No out-of-town training expenditures at this time. Most or all professional development for the rest of the year will be virtual/remote.
 - Cares Act
 - Contracted temp agency - Abacus aides - budgeted for one extra position at each site for additional support for cleaning, but the positions have not yet been filled
 - Tech money spent on iPads and hotspots
 - Supplemental Grant
 - Money was not spent on Summer Camp and related activities
 - Zero expenditures are due to Covid closures but the goal is to utilize the available funds for their intended purposes
 - The funds are being used instead for extra staff hours to provide support for teachers on the Schoology platform and other aspects and hybrid learning.
- Policy Council Elections
 - Review of positions and responsibilities
 - Julia Maddox self-applied to continue as Chairperson
 - Jill Hutchinson self-nominated to continue as Secretary
 - Beth seconded nominations for each
 - Vote was unanimous for all nominations
 - No treasurer nominated. Will be revisited at the next meeting.
 - Kalyn Petrillo declined any position due to employer restrictions
- Upcoming
 - Grant application for continuation funds of \$2,523,558 is due in December
 - Program operations \$4,495,271
 - Training & Technical Assistance \$28,287
 - The guidance on this grant application (as of now) is to write it as if operations will be normal, not to make changes due to COVID
 - No significant changes are expected from last year's application, except for adjustments to staff condensation to match the updated negotiated agreement.
 - Next meeting: November 19, 2020 at 11:00am
 - December meeting (Dec 8 at 2:30pm) will deal with Grant Application due in December

- Closing
 - Kalyn: planning family engagement in December and will give information about it at the next meeting.
 - Kelly Hall: Nurse Deb: walk through how the students will participate in the meal program.
 - Pre-packaged meals delivered in a cooler or warming tray to be moved to disposable tableware. Students will eat in a socially-distanced manner so they can safely eat and drink without masks.
 - Social interaction will continue to be emphasized even though family-style dining has been temporarily discontinued.
 - Beth: (query) With community involvement, she has seen and heard of the need for food and wants reassurance that FSPs are supporting families. Andi: (reply) Yesterday's staff meeting noted food is not currently an issue, but housing and utilities have moved to the forefront. FSPs are continuing to guide families to community resources.
 - Meeting closed at 3:35pm.