



St. Mary's County Public Schools
Head Start Policy Council
MINUTES

Mrs. Andrea Owens, Coordinator
27184 Point Lookout Road, Loveville, MD 20656
Phone (301) 690-2441/Fax (301) 690-2161

Date: 13 December 2018

Time 10:30 a.m.

Meeting called to order by Mrs. Andrea Owens at 10:35 a.m.

Meeting Location: Head Start Annex

27184 Point Lookout Road
Loveville, MD 20656

Attendees: Dr. Kelly Hall, Kalyn Petrillo, Leyla Mele, Trish Barry-Utzig, Deborah Wyant, Julia Mattox, Jill Hutchinson, Nancy Spinney, Andrea Owens, Jennifer Brooks

Approval of Minutes:

1st Motion to accept by Mrs. Andrea Owens 2nd Motion to accept by Dr. Kelly Hall

ACTION ITEMS:

Introductions (name, job title, work location) were made for all attendees.

Reviewed 2018-19 Policy Council Board Members elected at October meeting:

- Julia Mattox, Chairperson
- Jill Hutchinson, Secretary

Voted on the nomination of Ashley Gleisner-Ritchey for Treasurer, unanimous election.

Reviewed baseline grant application for April 2019- March 2023.

Program Goals:

- SMCPS Head Start will support parent and family involvement and leadership through participation and decision-making opportunities in classroom events, parent committee meetings, training, and policy council meetings so that parents are empowered as advocates and leaders for their children's educational success
- SMCPS Head Start will provide educational services to improve the vocabulary and communication skills of enrolled children to enhance their potential to enter kindergarten with a solid foundation for listening and speaking success



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- SMCPS Head Start will provide educational services to improve the social and emotional skills of enrolled children to enhance their potential to enter kindergarten with a solid foundation for social and emotional success
- SMCPS Head Start will provide educational services to improve the cognitive and academic development of enrolled students to enhance their potential to enter kindergarten with a solid academic foundation

Service delivery-funded enrollment of 165 income-eligible students.

- 6.5 hours a day for 80 four-year-olds
- 2.45 hours a day for 68 three-year-olds
- 6.5 hours a day for 17 three-year-olds
- BBES has 3 classrooms, 2 full day four-year-olds, and 1 double-session three-year-olds
- GKES has 2 classrooms, 1 full day four-year-olds and 1 full day three-year-olds
- GHES has 2 classrooms, 1 full day four-year-olds, and 1 double-session three-year-olds

Curriculum

- Frog Street and Frog Street Pre-K
- Conscious Discipline

Selection Criteria

- 2 spots per classroom allotted to income-eligible students with a disability
- Ranked eligibility clearly outlined
- Risk factors weighted

Family Engagement

- Parent Committees
- Seeking recommendations for parenting curriculum

Governance

- SMCPS Board of Education is the grantee
- Executive Committee between the Board of Education and Policy Council
 - Dr. Kelly Hall reports to Superintendent James Smith, who works with the Board of Education
 - Dr. Kelly Hall, Mr. Scott Szczerbiak, Ms. Cindy Kilcoyne, Ms. Leyla Mele, Mrs. Andrea Owens, and a Student Services Representative

Total for the grant: \$2,379,101

Breakdown of funds allocation

- \$2,350,814 -- Head Start Operations
- \$28, 287 -- Training and Technical Assistance

Motion to Approve made by Mrs. Andrea Owens, Seconded by Jill Hutchinson



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All three voting members present voted in favor

Mrs. Barry-Utzig, the Lead Social and Emotional Teacher, discussed and demonstrated the "Feelings Buddies" dolls used to learn about and discussing feelings, and how the children are learning self-regulation strategies to reach a feeling of "calm".

Ms. Nancy Spinney, Instructional Resource Teacher, went over the instructional curriculum that the students are covering at this point in the year.

- Math: attributes, sorting, and patterning
- Literacy: identifying whether the letters have curved or straight lines, identifying the letters of the alphabet, vocabulary and listening to/retelling stories
- Using incidental learning--learning through play activity
- The upcoming theme for January: Health & Safety

Next Policy Council Meeting:

February 28, 2019
Lexington Park Library
21677 Franklin Delano Roosevelt Blvd,
Lexington Park, MD 20653

Adjournment

1st Motion to made by Ms. Andrea Owens, Unanimous agreement
Meeting adjourned at 11:30 a.m.

Signed by: ***Jennifer Brooks***

Program Assistant

January 2019