

Head Start Policy Council Minutes

Tuesday December 8, 2020

2:30 PM

- Meeting called to order at 2:30pm
- Welcome and Introductions
 - Attendees:
 - Andrea Owens: Head Start Program Coordinator
 - Debra Wyant: Head Start Nurse
 - Susan Simonds: HS SPED/Instructional Specialist
 - Stacy Kent: HS SPED/Instructional Specialist
 - Diane Armstrong: HS Program Assistant
 - Christine Jewett: HS Accountant / SMCPs Fiscal Services
 - Julia Maddox: HS Parent / Policy Council Chairperson
 - Jill Hutchison: SMC Library / Policy Council Secretary
 - **Heather Wilson: Policy Council Treasurer**
 - Kalyn Petrillo: Univ. of MD Extension SNAP-Ed Project Leader & Nutrition Educator
 - Beth Roth: Community Policy Council Member
 - Kelly Hall: SMCPs Chief of Equity, Engagement, and Early Access
 - Charlottis Woodley, Title I SFSES
 - LaTae Reeves: St. Mary's County Local Management Board & Early Childhood Advisory Council Coordinator
- Review and approve November minutes
- Program Updates
 - Instructional updates
 - Staffing
 - Stacy Kent, Educational/Disabilities Instructional Specialist started on November 30, 2020
 - Social-emotional teacher, Trish Barry-Utzig retired December 1st
 - Mental Health Specialist to be advertised soon
 - Removing the classroom teacher requirement in job description to expedite hiring process as there is a teacher shortage
 - Focusing on social work skill set
- Grant Application Review
 - 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.
 - 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.

- Provide educational services to improve the social/emotional skills of enrolled children to enhance their potential to enter kindergarten with a solid foundation for social-emotional success
 - Provide educational services to improve the cognitive/academic development of enrolled students to enhance their potential to enter kindergarten with a solid academic foundation.
- SY 2021-2021
 - Funded enrollment 165
 - 171 days at 6.75 hours a day for 80 four year olds
 - 171 days at 2.75 hours for 68 three year olds
 - 171 days at 6.75 hours for 17 three year olds
 - **BBES** (Northern/Central)- 3 classrooms- two full day four-year-old and one double session three-year-old
 - **GKES** (Southern)-4 classrooms- one full day three-year-old, 1 double session three year old and two full day four-year- old classes
 - Staffing
 - Office:
 - 1 HS Program Coordinator, 1 Secretary, 1 Program Assistant, 1 Nurse, 2 Educational/Disabilities Instructional Specialists, 1 SPED teacher, 1 Mental Health Specialist, 3 Family Service Providers
 - Teachers:
 - BBES: 3 teachers, 3 paras, 2 shared contracted ABACUS aides
 - GKES: 4 teachers, 4 paras, 3 shared contracted ABACUS aides
 - Contracted aide positions continue to be challenging to fill and retain. Ideally, we would have 7, one for earache classroom, but the budget only supports 5 at this time.
 - Budget
 - Proposed budget
 - Salaries and fringe benefits budgeted as negotiated
 - Proposed budget is a conservative approach to program planning.
 - Step increase and COLA of 1.75% for teachers, paras, and support staff
 - Estimated 5% increase in health benefit costs
 - Total funding **\$2,523,558**
 - Program Operations Funding **\$2,495.271**
 - Staffing (57%) \$1,431,938
 - Fringe Benefits (23%) \$573,204
 - FICA, Workman's comp, Health, etc.
 - Supplies (3%) \$76,367
 - MOI, office supplies, custodial supplies
 - Contractual (5%) \$111,923
 - Building Service Workers, copier maintenance
 - Approx \$83,000 for classroom aides
 - Business Support (10%) \$251,954

- FSP phones, auto maintenance, mileage, bus transportation
 - Indirect Charges (2%) \$49,885
 - Training and Technical Assistance (T&TA) **\$28,827**
 - Contractual \$10,919
 - CLASS and Practice Based Coach, ChildPlus, TSGold
 - Supplemental Pay \$2,100
 - Data analysis and program planning salaries that occurs over the summer
 - Fringe Benefits \$168
 - Professional Development \$15,100
 - CLASS certification for 6 teachers
 - MHSA & NHSA dues
 - Jill moved to approve the proposed budget and Kalyn seconded the motion; approved unanimously.
- Questions: None
 - Closing
 - Introductions for new member, LaTae Reeves (representing the Local Management Board)
 - Next meeting will be Wednesday January 27 , 2021
 - Meeting adjourned at 3:05pm