



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

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

**Date:** 7 June 2018

**Time:** 10:30 a.m.

**Meeting called to order by** Ms. Owens, Coordinator **at** 10:30 a.m.

**Meeting Location:** Annex Training Room

27184 Point Lookout Rd  
Loveville, MD 20656

**Attendees:** Deanna Gleisner, Dr. Kelly Hall, Danielle Medrano, Wendy Binkley, Kelsey Bush, Scott Szczerbiak, Deborah Wyant R.N., Trish Barry-Utzig, Beth Roth, Kerry Miciotto, Andrea Owens, Jennifer Brooks

**Approval of Minutes:** April meeting minutes review; individual copies were distributed to view and approve.

1st Motion to accept by Kelsey Bush      2nd Motion to accept by Dr. Hall

**ACTION ITEMS:**

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

Handouts of the Agenda were provided and gone over, containing the following information:

**Instructional Overview/Yearly Update**

**Four Year Old Classes**

- Ms. Gleisner provided an overview report on the curriculum for this year. Our four year old classes focused on language, literature, socialization, and math. The STEM integration using math games was a huge success with the children. Socially and emotionally the children showed growth in many areas; specifically in identifying then vocalizing their feelings. Conflict resolution was also a successful focus integrating Conscious Discipline strategies.
- Themes covered this year include “iCreate/iBuild”, which tied together science, arts, and literature. They built robots with recyclables, which was a huge hit. Using recyclable materials to build projects, then talking about the



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building process and results proved to be a class favorite. They also learned how wind and waves move, and how incline planes work. They tested incline planes using ramps and cars, then moved on to measuring aerodynamics using airplanes and helicopters. The children studied animals: farm, zoo, and ocean life. They learned life cycles of animals and insects, how to compare/categorize them, and raised their own caterpillars into butterflies to be released. They went on a field trip to Elms Beach to learn about environments. Volunteers from Greenwell came to the schools and took them on outdoor walks to observe and document nature. One four year old classroom even incubated baby chicks from eggs to hatchlings! Our Fours had an exciting, engaging year and are ready for Kindergarten in 18-19.

**Three Year Old Classes**

- Ms. Gleisner reported that our three year olds spent this year working on their social, emotional and math skills. They learned how to work together, to follow directions, and how to use the correct language to identify their emotions. Using Conscious Discipline strategies they were empowered to identify, then talk through how they were feeling with the teachers and classmates. They also benefit from our family style meals where they learn table settings, manners, and about nutrition.
- Themes our Threes covered this year included “Creative Me!” where they built sock puppets and created robots using recycled milk cartons and an assortment of decorations to make them unique. “On the Go” was another theme where they learned how things move-water, wheels, and wings. In Math they worked on sequencing objects, patterns and ordering. Our Threes are looking forward to the exciting adventures waiting for them in the upcoming school year as Head Start Fours.

**Summer School**

- This year the Head Start Summer School program is being coordinated by Ms. Barry-Utzig. It will run from July 9th to August 2nd; Monday through Thursday, from 8:30 a.m. to 11:30 a.m at Green Holly Elementary School. All transportation is provided
- There will be space for 60 Head Start students, including the 4 year olds transitioning to kindergarten . We will have three teachers, three paraeducators, a Lead teacher, an extra paraeducator to assist, and a nurse.



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**Parent Committee Updates**

- Our Family Service Providers Ms. Acevedo-Pendragon, Ms. Dorsey, and Ms. Foreman are working with Ms. Barry-Utzig to set up and implement parent involvement meetings to encourage parent participation in the program.
- Two meetings were held; one at the Leonardtown library and one at the Lexington Park library. Dr. Hall and Ms. Owens were both in attendance at these groundbreaking meetings.
- This committee is intended to be a voice for the parents in our program; we want to know how we can help them. At the first two meetings parents were very receptive and informative; offering great feedback and suggestions.
- Interest was expressed in better lines of communication between the classroom and home, Class Dojo--what it is, how it works, what they liked about it and more parent events to encourage networking between families in the program.
- More committee meetings will be scheduled this year to involve and assist our families.

**Staffing Information**

- As explained by Dr. Hall, the areas our families reside in suffer from poverty, trauma, and violence. This, in turn, causes a need for strong emotional support for our families. The Educational/Disabilities Instructional Specialist position has been redefined. Based on our Community Assessment results, we are refocusing this position to provide the support our families need. This position will focus primarily on family outreach: working with families to provide support, connections to community resources, and counseling services.
- Ms. Barry-Utzig is a certified counselor and will be taking over this position.
- We will retain two IRTs to continue support for our three and four year olds, and the Specialist will focus on building strong social and emotional foundations for our families.

**Health & Safety Supplemental Funds**

- An additional grant to apply for program quality improvement in SY18-19



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- This would allow for additional staff: 1 aide per site and a Health & Safety Aide to assist our nurse with Vision/Hearing Screenings
- CLASS Training and a CLASS consultant
- Health and classroom supplies
- CPR Instructor training package
- Disaster preparedness backpacks for classrooms, additional walkie-talkies for classroom communications, and CPR masks
- Supplies for our nurse in order to complete testing required such as Vision, Lead, Hematocrit and Hemoglobin. This will ensure we are 100% in compliance each year with the Federal regulations for our grant.

Questions about Health & Safety Supplemental Funds grant: Disbursement and items budgeted for (answered above)

Motion to approve submitting grant requests by Beth Roth, seconded by Kelsey Bush

Motion to adjourn made by Ms. Owens, 2nd by Kelsey Bush  
Meeting adjourned at 11:30 a.m.

The next Policy Council Meeting will be in August of 2018.

Signed by:

***Jennifer Brooks***

Program Assistant June 2018