

## WNCSource Head Start/Early Head Start Policy Council Minutes October 26, 2022

❖ Indicates a vote is required

Donecia Santana called the meeting to order at 9:03 AM.

**Present:** Donecia Santana, Kasheiva Jackson, Dan Edwards, Linda Carter, Margit Nelson, Amy Smith, Adriana Abee, Jeanette Rodriguez, David White, Dylan Allanson, Yessica Araujo, Kathleen McDavid, Carolyn Chandler, Jessica Ownbey, Lavonna Ruth, Miranda Dudley, Eric Hoffman, Kristian Toro, Yecenia Sandoval, Heidi Jordan, Erin Outlaw, Kasey Young, Lisa Brown, Bridgett Librado, Kiara Gash, Brian Spreng, Ann Marie Arredondo, Mariazela Diaz

**Establish a Quorum** - It was determined that there were enough members present to constitute a quorum. Items needing a vote were voted on and approved with a quorum during the meeting.

❖ Review and Approve Minutes from the September 2022 meeting: A motion to approve the minutes was made by Kristian Toro and seconded by Jessica Ownbey, and the September 2022 minutes were unanimously approved.

### **Announcement for Parent Representatives- Margit Nelson**

Margit announced that any parent representative who attends the Policy Council meeting will receive a \$20 McDonald's gift card, in lieu of breakfast, typically provided at in person meetings. Parents in attendance will provide their address in the chat box to Dan Edwards who will mail them the gift card.

### **New Business:**

#### ❖ **Policy Council Officers Nomination - Linda Carter**

It's time to elect a Policy Council Chairperson, Vice Chairperson, and Secretary for the 2022-23 program year. Linda Carter presented the names of the persons who have been nominated for each of the three roles, which serves as the first motion of approval. Kim Wilson was nominated to be the new Chairperson; Kim works for DSS in Polk County and has also been part of the WNCSource Board of Directors as Chairperson. Kristian Toro seconded Kim's nomination as Chairperson. Donecia Santana asked if there were any other nominations from the floor for a new Chairperson, but there were none. The Policy Council members then voted unanimously to approve Kim Wilson as the new Chairperson. Jessica Ownbey was nominated to be the Vice-Chairperson; Jessica works for Henderson County Public Schools as a McKinney-Vento Case Manager. Both Kristian Toro and Carolyn Chandler seconded Jessica's nomination as Vice-Chairperson. Donecia Santana asked if there were any other nominations from the floor for a new Vice-Chairperson, but there were none. The Policy Council members then voted unanimously to approve Jessica Ownbey as the new Vice-Chairperson. Carolyn Chandler (custodial caregiver of a child attending the Sugar Hill site) was nominated to be the Secretary: Brian Spreng seconded Carolyn's nomination as Secretary. Donecia Santana asked if

there were any other nominations from the floor for a new Secretary, but there were none. The Policy Council members then voted unanimously to approve Carolyn Chandler as the new Secretary.

## **Reports:**

### **Chief Executive Officer's Report - David White**

- The new Early Head Start center in Forest City should open soon (after licensing authorities provide approval); when fully staffed it will accommodate 24 children. The renovations at the new Tebeau Child Care Center in Hendersonville are nearing completion, preparations for licensing will begin soon. When fully operational, it will accommodate up to 94 children. Plans are also being made for a new site in Columbus, NC, including requesting construction bids.
- In September, WNCSource hosted a listening session in Polk County to obtain information from parents and community members about the lack of childcare options in the county, with the goal being to build support for a state funded early childhood education system there. WNCSource plans to also host a similar session in Rutherford County.
- WNCSource will host a training session for its Board of Directors on November 15 which will include a field trip to several WNCSource sites, among them the King Creek and Sugar Hill Children's Centers. Donecia Santana was recently voted in as the new Treasurer for the Board, and Norma Perez, a parent of a current Head Start child at the Sugar Hill site, was voted in as a new member of the Board.

### **Chief Financial Officer's Report - Erin Outlaw for Elizabeth Whitten**

- Financials and Credit Card Expenditure Reports: September's expenses were below budget due to lower enrollment resulting from teacher shortages. September's credit card spending was \$7034.50, with most of the expense stemming from recruitment, onboarding, and training.

### **Program Director's Report – Linda Carter**

- The Office of Head Start conducted a Focus Area 2 federal review of our Children's Services onsite last week, the outcome of which was successful with no concerns or adverse findings being reported by the reviewers. Part of preparing for the review included meeting with parents and fathers / male caregivers in particular to learn how WNCSource can support them.
- Since the previous Policy Council meeting, 15 new employees have been hired (including three trainees), while 9 employees have left employment, and there are currently 74 open positions in the Children's Services Department.

### **Enrollment Report – Kasheiva Jackson**

- Some Head Start and NC Pre-K classrooms had a delayed opening which occurred in October. All sites are under enrolled in September due to teacher shortages: Center-based EHS is enrolled at 34%, Home-Based EHS is enrolled at 20%, CCP-EHS is enrolled at 51%, center-based HS is at 16%, and the NC Pre-K room at Bruce Drysdale is enrolled at 42%. There are 351 children on the waitlist.

### **Attendance Report - Kasheiva Jackson**

- September average daily attendance: EHS average attendance was 76%; CCP attendance was 79%; HS and NCPK attendance was 82% and 83% respectively. Most absences were due to parent decisions with only 3.4% being related to COVID.

### **Program Support Services Report – Lavonna Ruth and Dylan Allanson**

- Curriculum Implementation: Creative Curriculum scores for four Head Start classrooms were assessed: two rooms had increased scores, one remained the same, and one had a slightly lower score but was still teaching at fidelity in spite of having a new teaching team this year.
- Home Visit Rating Scale (HOVRS) and Parents as Teachers Curriculum Implementation: This tool measures home visit practices and family engagement; one parent education home visit was observed in September with scores in the 5-6 range, which indicated a measure value of “good.”
- Family Engagement: Staff have completed 127 home visits for EHS and HS families, with only three visits being late; continued reminders and training are provided to staff.
- Education Levels of Teaching Staff: Several staff continue to pursue higher education degrees or certifications with WNCSource offering them financial assistance and moral support.
- Coaching Updates: The coaching team provided a total of 294 coaching contacts in September, as well as intensive 3-day onboarding to new teachers. Curriculum to fidelity checklists were completed for CCP sites as well as intensive coaching for new CCP teachers and CCP teaching staff who scored low on the checklists.
- Development & Behavior Screenings: The Early Intervention team has been meeting with families individually to conduct screenings, and all screenings have already been or are being completed early in the school year which facilitates early referrals for any noted issues.
- Disabilities Services: Head Start requires that we serve children with disabilities at a rate of at least 10% of funded enrollment numbers, but due to COVID, we have not been able to meet that level yet; however, we are serving above 10% of our actual enrollment numbers. Eight referrals were initiated in September, and several children have support plans in place that may turn into referrals. The team is continually offering resources to both teachers and parents, being present in the classrooms, and participating in family engagements.
- Health: Children are on-track for having their physicals completed; medical action plans have been updated and are being monitored; the most common accommodation being made is for children with lactose intolerance/allergies being provided an alternative milk product.
- Hearing/Vision Screenings: All screenings are being done on time; nine children have been referred to their primary care physician for failing their second vision screening.
- Oral Health: Public Health dental hygienists in Henderson and Transylvania Counties will screen children (with parental consent) without dental homes and refer to a dentist if abnormal results are indicated; the Health Team is working hard using various methods to ensure that all children have access to dental care, and to that end, they held a dental conversation and feedback meeting with families on October 7.
- Nutrition: WNCSource has contracted again with Henderson County Public Schools to provide breakfast and lunch to our child care sites at a reasonable cost; WIC will present at parent meetings this month; the Farm2School program is sending a dietetic intern to all of our child care sites to present a lesson plan to the children.

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**CCP (Partnership) Report - Kathleen McDavid**

- Two of the CCP sites were visited during the Focus Area 2 federal review and scored well on all measures that were observed and assessed.
- We are working with a new Family Child Care Home provider in Henderson County to complete licensing requirements in order to join with WNCSource, which will give us a total of five CCP sites.

**HS/NC Pre-K Program Manager's Report – Amy Smith**

- Family engagement activities continue in the HS classrooms, and OLE (Outdoor Learning Environment) engagement activities are also being planned.
- Brevard College teacher education students are observing in our Hillview site classrooms.
- Supervisors continue to use Reflective Supervision with the teaching staff as a means of guiding staff through challenges that arise while working with children and families and to develop deeper relationships.
- Annual fire, sanitation and licensing inspections are underway at centers, with all results thus far being positive.
- WNCSource will participate in Hendersonville's "Treat Street" family event on October 31.

❖ **Proposed Meeting Schedule:** The proposed Policy Council meeting schedule for the rest of the year was presented as shown below. A motion to approve the schedule was made by Kristian Toro and seconded by Carolyn Chandler. The following meeting schedule was unanimously approved.

November 30 ■ January 18 ■ February 15 ■ March 22 ■ April 19 ■ May 17 ■ June 7

**Comments and Questions / Any updates from parent representatives:**

Kristian Toro, parent representing Laurie's Child Care, reported that Laurie has purchased some new toys as well as fresh sand for the outdoor play area, which is currently being expanded; one child aged out of the program and was replaced; Laurie is doing a great job finding resources for the children and parents and preparing the children to move on to their next school placement when they reach the age to transition. There were no further comments or questions.

❖ **Adjournment:** A motion to adjourn was made by Carolyn Chandler and seconded by Kristian Toro. The meeting was adjourned by Donecia Santana at 10:08 AM.

**Next virtual meeting date:      November 30 at 9:00 AM**