

## WNCSource Head Start/Early Head Start Policy Council Minutes November 30, 2022

❖ Indicates a vote is required

Kim Wilson called the meeting to order at 9:00 AM.

**Present:** Kim Wilson, Lisa Brown, Maria G Zamudio, Dylan Allanson, Yessica Garcia, Veronica Galvan-de-Unda, Lavonna Ruth, Dominique Stricklin, Dan Edwards, Paige Bronson, Margit Nelson, Kathleen McDavid, Pearl Saddler, Bridgett Librado, Linda Carter, David White, Kasheiva Jackson, Eric Hoffman, Donecia Santana, Adriana Abee, Miranda Dudney, Patty Burgess, Kasey Young, Kiara Gash, Elizabeth Whitten, Kristian Toro, Yecenia Sandoval, Jessica Ownbey, Shannon Marlowe, Amy Phillips

**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 October 2022 meeting: A motion to approve the minutes was made by Shannon Marlowe and seconded by Kristian Toro, and the October 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 Overview Training - Dan Edwards**

- A slideshow presentation was given as a way of providing training to the Council members defining what the Policy Council is, how it functions, and how the members, particularly parents and community members, contribute to and participate in the Council.

### **Reports:**

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

- The Change of Scope requests have been approved by the Office of Head Start (OHS) for our Head Start and Early Head Start grants. The Policy Council had approved making these requests in June 2022. The changes in the grant structure will allow us to increase wages for teaching and frontline staff thereby attracting and retaining qualified staff, as well as to cover increased costs for supplies, meals, rent, and insurance. The primary programmatic changes will include a reduction in the number of enrollment slots, mostly in the home-based program as well as transitioning dual HS/NC Pre-K slots to only NC Pre-K.

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- Funds carried forward from last program year were also approved by OHS in the amount of \$651,587, which will allow us to continue offering hiring and biannual retention bonuses and will also offset upfront costs for the planned child care facility in Columbus.
- Grant funds in the amount of \$987,914 were received from the Dogwood Trust to be used for addressing workforce issues over the next few years and will help with initiatives aimed at hiring and retaining qualified teaching staff, including hiring a coach to train and support trainees as well as providing housing stipends. Blue Ridge Community College was awarded funds as well that will help support their teacher apprenticeship program as we work in collaboration with them to provide coursework and on-the-job training and mentorship.

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

- Financials and Credit Card Expenditure Reports: October's expenses were below budget due to lower enrollment resulting from teacher shortages; all grants should be at 32%, but range from 21%-24% except for the Expansion grant which is at 9% of budget. October's credit card spending was \$9036, with most of the expense stemming from recruiting and onboarding and playground supplies.

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

- The Focus Area 2 Review of our Children's Services Division by OHS in October was a success with no deficiencies or areas of concern being found.
- Delores Davis, EHS Teacher, celebrated her 40-year work anniversary with the company.
- We are collaborating with Blue Ridge Community College for an Early Childhood Education Apprenticeship Program that kicked off on November 1st.
- We have officially closed our Fletcher child care facility, due to lack of staff.
- Two recent announcements from OHS were shared: One outlines the OHS monitoring process and CLASS pilots that are to be conducted. The other outlines processes for requesting funded enrollment reductions.
- Seven new employees were hired in October and four in November. There have been 14 trainees hired since the trainee program began in March. There are currently 67 vacancies.
- Facilities: The new Tebeau child care facility received its Certificate of Occupancy and had a private open house for donors and community members on November 17th. The Forest City child care site received its temporary license from DCDEE and should open soon. The Flat Rock facility reopened on 11/28, welcoming back EHS children.

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

- All sites are under-enrolled in October due to teacher shortages: Center-based EHS is enrolled at 40%, Home-Based EHS is enrolled at 20%, CCP-EHS is enrolled at 50%, EHS Expansion rooms are at 8%, center-based HS is at 28%, and NC Pre-K is enrolled at 43%. There are 299 children on the waitlist.

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

- November average daily attendance: EHS and CCP average attendance was 74%; HS and NCPK attendance was 78% and 81% respectively. Most absences were due to parent decisions with only 2.5% being related to COVID.

### **Education and Child Development Report – Lavonna Ruth**

- **Family Engagement:** The goal is for the family and teachers to work as a team in their child's education and development. Home visits are targeted to be done within 2 weeks of enrollment and have been completed this year for 158 children so far, with only one child being past due. Family conferences are also scheduled this time of year to review children's assessments information, and currently 88 conferences have taken place, 26 are in the process of being scheduled (many at CCP sites or with new teachers), and 51 are not yet due to be done, mainly due to a later enrollment date.
- **Coaching:** 168 coaching contacts (in-person, virtual, emails, calls) were completed in November by the coaches, with 19 staff receiving intensive coaching. Comprehensive onboarding was provided to two new teachers and a parent educator. 16 classrooms participated in "data chats," which is a multidisciplinary team meeting (education team, EI team, health team, site supervisor) to look at individual child and family information to assess any developmental support, health, and resource needs, as well as to guide lesson planning and gauge the curriculum fidelity level of teachers. Three experienced teachers have been trained to function as mentors to other (new) teachers to aid in their path toward reaching curriculum fidelity goals.

### **Early Intervention - Patty Burgess**

- **Disabilities Services:** As ASQ screenings have been completed, 76 referrals have been initiated, several others have support plans that may turn into referrals; resources are being offered to families at the time the ASQ is done as well as on an ongoing basis. A parent education event was held with Andi Dye from CDSA (Children's Developmental Services Agency) on 11/17/22.
- **Development & Behavior Screenings:** The Early Intervention Team has completed 248 ASQ screenings (a completion rate of well over 90% for all programs) and continues to schedule more, mainly for new enrollees; meeting families and children early in their enrollment helps to facilitate prompt referrals as needed.

### **Nutrition and Health Services - Dylan Allanson**

- **Health Status:** 100% of children now have medical homes. A number of children are not up-to-date on dental visits; sometimes a child is up-to-date with wellness checks or dental visits but we have not received the paperwork from the provider to confirm that, so we are working with providers on this.
- **Hearing & Vision Screening:** These are due within 45 days of enrollment, and currently there are only one or two children in each program who are past due for screening. Nine children failed their second vision screening and have been referred to their provider for evaluation.
- **Dental Health:** One of our main goals is to increase the number of children who have a dental home; as such we have increased monitoring and communication and have seen great improvement, with sites currently having an average of only 5 children without a dental home and we're working to decrease that number.
- **Nutrition Program:** Meals for the new Forest City site will be provided through Compass food group. A dietetic intern has been visiting sites presenting lesson plans. We received a grant which will fund kits for Farm2School activities. Internal site monitoring and audits have been completed for CACFP, the federal food reimbursement program.

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### **Early Head Start Report - Pearl Saddler**

- The new Forest City site was licensed and will open soon. During November, two family engagement events took place at Hillview, one event occurred at Sugar Hill as well as a tour there for our Board members, and first aid/CPR training was provided to Home-Based families. Sugar Hill is also running a Ready Rosie contest to increase awareness and parent participation; Ready Rosie is an educational resource for supporting parent engagement in their child's learning.

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

- WNCSource staff and CCP site directors are focusing on reaching full enrollment at the CCP sites. The potential new Family Childcare Home (FCCH) partner in Henderson County continues to work through issues to become licensed, while the search continues for a FCCH in Transylvania County.

### **HS/NC Pre-K Program Manager's Report – Linda Carter for Amy Smith**

- One Head Start and one NC Pre-K classroom opened in October to serve 30 children. Family engagement events have taken place at all sites with good parent attendance. NC Pre-K annual monitoring has begun for all sites to ensure high quality services. Six classrooms have been set up at the Tebeau facility, and there was an open house for donors on November 17. This new site will serve children in 5 EHS rooms and 3 HS/NCPK rooms and will undergo licensing processes with a projected opening date in Spring 2023.

### **Professional Development Update - Amy Phillips**

- All staff attended a Community of Practice training on November 2 to discuss child assessment data and next steps in helping children develop various skills. LETRS literacy and reading skills training will occur in December, and there will be an all-staff training day on January 2. We continue to fine-tune our comprehensive orientation processes for new staff.

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

-Kristian asked if any help might be available to parents who are struggling to pay their required parent fees (for aftercare), and it was suggested to talk with the county DSS office to ask about any potential resources or agencies that might be able to help financially.

-Kristian gave an update for Laurie's site that all children there now have a dental home.

-Kristian complimented both Laurie and Family Advocate Jeanette on the work they're doing and mentioned that Laurie is extending her playground area.

There were no further comments or questions.

❖ **Adjournment:** A motion to adjourn was made by Shannon Marlowe and seconded by Miranda Dudney and Kristian Toro. The meeting was adjourned by Kim Wilson at 10:25 AM.

**Next virtual meeting date: January 18 at 9:00 AM**

### **Future Meeting Schedule:**

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

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