

TRI-COUNTY COMMUNITY COUNCIL, INC.  
HEAD START  
2499 CYPRESS STREET  
WESTVILLE, FL. 32464

POLICY COUNCIL MEETING  
January 4, 2010

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Melinda Sims	Jessica Carroll	Kim Gillis	Barb Lawniczak
Billie Cotton		Kathy Shull	Fred Doss
Suzan Gage		Ruth Kelley	Carolyn Clear
Meredith Telfer		Kay Whitenight	Kathy Johnson
Sheron McLaney		Cynthia Brown	
Debbie Doss			
Krystal Niner			

The meeting was called to order at 6:00 P.M. by the Policy Council Chairperson, Meredith Telfer.

Roll call was taken by the Policy Council Secretary, Billie Cotton.

Kim stated that our Westville parent, Krystal Niner, needed to be voted into the Policy Council. Suzan Gage made the motion for the approval of the new member, and Meredith Telfer seconded the motion. The group voted their approval of the new term member.

Chairperson, Meredith Telfer asked for the approval of the minutes for the meeting of November 2, 2009. Sheron McLaney made the motion for the approval of the minutes, and Meredith Telfer seconded the motion. The group voted their approval of the minutes as written.

The Chautauqua children had breakfast with Santa at the Walton County Fair Grounds on December 18<sup>th</sup>. The next parent meeting is on January 12<sup>th</sup>. On January 21<sup>st</sup>, the children will be making valentine boxes for the cards that they will be receiving on Valentines Day.

The West Florida Wilderness group performed a puppet show for the children at Westville on December 11<sup>th</sup>. Representatives from the Holmes County Sheriff Department visited the children on December 18<sup>th</sup>. The Parent/Child Activity included a visit from Santa, who read a story to the children on December 18<sup>th</sup>. The next parent meeting is scheduled for January 7, 2010.

The children at Chipley went on a fieldtrip to the Dollar Tree on December 15<sup>th</sup>; thanks to the husbands of Tosha Potter and Tina Mullins for donating some money. The children sang carols to the Kiwanis and received gifts. The children saw Santa at the Panama City Mall. The fire department visited the children at the center. The next Parent/Child Activity will be on January 15<sup>th</sup>. The next parent meeting will be on January 21<sup>st</sup>.

The children at the Walton center brought in vegetables and they made vegetable soup. The children had made change boxes for each classroom and had enough money for a fieldtrip to the Dollar Tree. Miss Helen's class went on December 7<sup>th</sup>; Miss Ida's class on the 8<sup>th</sup>; and Miss Kristen's class on the 9<sup>th</sup>. The Anchor Club and Santa visited the children and presented them with gifts. On December 17<sup>th</sup> the center had Christmas dinner at the Walton County Fair Grounds and had another visit from Santa. There will be a parent meeting on January 5<sup>th</sup>.

Kim reviewed the Director's Report going over the enrollment for Head Start, VPK, and extended care. ERSEA is still showing a strong waiting list with many eligible children. Flooding in the three-year old classroom for one day in Chipley and sickness at the Walton center put their attendance below the 85%. Thirteen children are receiving services for Disability and two are waiting for their meeting. Services are slow in meeting the children's needs. USDA will finish their year in the red with November at \$-2,140.86. In-kind was met at the end of our fiscal calendar year; and we show a 1.45% for December being a short month. Staff is steady at 49 with two staff members resigning for health reasons and two being approved at tonight's meeting. This is the first financial status report for our new fiscal year. Our Tri-County bookkeeping department has been over stretched with the annual audit and extra work with the ARRA grants, so that the line item amounts have not been posted to compare expenses.

Under old business:

There was no old business.

Under new business:

Dorothy was absent to present the Cleaning & Sanitizing Policy & Procedure, but if the group had any questions, Kim or the remaining coordinators would be able to give a reply. Ruth made changes to the Emergency Plan for Chautauqua to show a second designated shelter in the event that the college was closed.

The following items were reviewed and approved:

Cleaning & Sanitizing Policy & Procedure

Motion: Suzan Gage

Second: Melinda Sims

Emergency Plan - Chautauqua

Motion: Melinda Sims

Second: Meredith Telfer

Hiring of LeAnn Byrd, Teacher Assistant at Walton

Motion: Debra Doss

Second: Melinda Sims

Hiring of Debra Doss, Center Assistant at Walton

Motion: Billy Cotton

Second: Suzan Gage

Hiring of Billie Cotton, Center Assistant at Westville

Motion: Melinda Sims

Second: Meredith Telfer

FYI/Discussion-

Policy Council & Board Training – January 23, 2010 – Training will be held at the Westville Head Start center starting at 8:30 a.m. until 11:00 a.m. Breakfast and child care will be provided.

Early Head Start-Received a letter from Senator Bill Nelson with his congratulations, but have not received the official notice at this time. This program's first phase will be a start-up phase operating home-based until a building is set up then there will be center and home-based slots.

Emergency Preparedness-Ruth will be setting up a system using the guidelines that have been presented to her.

Self-Assessment - Training and the process of our assessment will begin in late February.

Roofs, Air Conditioning, & Playground (Walton) – In order, done, almost done, and designs will be sent to us in a couple of weeks.

Take Home Items:

Copies of the Policy Clarification, Announcement, PI, & IM

Important! Change to ARRA Reporting – COLA

PI – Responses to Facility Questions Concerning Acquisition, Rent, and Major Renovations

PI-HS-09-09

IM – Emergency Preparedness ACF-IM-HS-09-09

PI – ARRA PIR and Enrollment Report

Announcements:

The ELC is having a parent and teacher conference on January 23, 2010

Adjournment -

The meeting was adjourned at 6:30 P.M. following a motion by Suzan Gage, and seconded by Billie Cotton. The next Policy Council meeting will be scheduled for February 1, 2010.