

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

POLICY COUNCIL MEETING
February 1, 2010

Present:

Melinda Sims
Jessica Carroll
Suzan Gage
Meredith Telfer
Sheron McLaney
Rose Caldwell
Myron Hudson

Absent:

Krystal Niner

Guests:

Kim Gillis
Kathy Shull
Ruth Kelley
Kay Whitenight

Guests:

Barb Lawniczak
Susan Hudson
Dorothy McClendon
Linda Humphries

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

Roll call was taken by the Director's Assistant, Kay Whitenight, until a Policy Council Secretary, was elected. A quorum was established with six present members and one member absent.

Kim stated that our Holmes County Representative, Myron Hudson, needed to be voted into the Policy Council. Jessica Carroll made the motion for the approval of the new member, and Melinda Sims seconded the motion. The group voted their approval of the new term member.

A new Policy Council Secretary needed to be elected. Members were asked if they would volunteer. Melinda Sims said that she would. The Chairperson asked for the approval of Melinda Sims as secretary; Suzan Gage made the motion, and Jessica Carroll seconded the motion. The group voted their approval of Melinda Sims as Policy Council Secretary.

Chairperson, Meredith Telfer asked for the approval of the minutes for the meeting of January 4, 2010. Melinda Sims made the motion for the approval of the minutes, and Suzan Gage seconded the motion. The group voted their approval of the minutes as written.

The Chipley center had a Parent/Child Activity Day on January 15th; and Ms. Tosha and Ms. Theresa's class made Martin Luther King, Jr. books, and Ms. Tina and Ms. Neva's class made various types of transportation. There was great parent participation. On January 26th, the parent meeting was held. The valentine activities for the Parent/Child Activities Day, on February 12th will be from 1:00 – 2:00 p.m. The parent committee has asked for funds of \$75.00 for decorations and the children. A request to approve the funds was made. Meredith Telfer made the motion and Jessica Carroll seconded the motion. The group voted their approval for the request of funds. The children will exchange cards in the morning. That afternoon there will be an activity to do in the classroom for the parents and children. There will be a Valentine Dance and snacks in the kitchen. The next parent meeting will be February 18th at 8:00 a.m. On January 28th there was a fieldtrip to the library in Chipley which included a tour of the library, story time, and a groundhog art activity for the children to take back to the center.

The Chautauqua 3 and 4 yr. olds visited the DeFuniak Springs Library. There was a Parent/Child Activity Day on January 21st, at which time the parents assisted their children in making bird feeders. A practice facility evacuation was done on January 25th. Children and staff reacted quickly. There will be a Valentine Party on February 12th at 10:00 a.m. The parent committee has asked for funds of \$75.00. A request to approve the funds was made. Sheron McLaney made the motion and Meredith Telfer seconded the motion. The group voted their approval for the request of funds. A mail carrier will be visiting the center in February the date will be announced at a later time. And on February 9th, there will be a parent meeting.

Ms. Dianne and Ms. Vanessa's classrooms went to the Bonifay Library on January 26th. The next parent meeting will be on February 4th at 12:00 a.m. with the Parent/Child Activity following after the meeting. The parents will be helping the children in making valentine holders. Race car night will be on February 8th at 5:00 p.m. with a supper provided. Parents voted to have a Valentine Dance on February 11th at 4:00 p.m. and to serve pizza and salad. The parent committee has asked for funds of \$100.00 for decorations and food. A request to approve the funds was made. Jessica Carroll made the motion and Suzan Gage seconded the motion. The group voted their approval for the request of funds.

The Walton center made unity wreaths in honor of Martin Luther King on January 15th. On January 28th, the Parent/Child Activity made bird feeders. There was a parent meeting today with a good turn out; and a Parent/Child Activity with parents helping the children make valentine boxes. On February 12th, there will be a Valentine Party at 1:00 p.m. at the center. Race car night will be at the fair building on February 22nd from 5:00-7:00 p.m. February 16th will be Black History and Presidents Day observations.

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. Sickness at the Chautauqua center put their attendance below the 85%. Fifteen children are receiving services for Disability and one is waiting for their meeting. USDA was adjusted for December to \$-6,464.68. In-kind is starting at 11% for our new fiscal calendar year. Staff is steady at 49 with one pending for the position of Start-Up Planner for EHS. The financial status report for January is now showing our new budget by line items. New line items have also been added as recommended by the auditors. Dorothy reviewed the Child Outcomes Report for the members explaining where the improvements and recommendations were made for each center and domain for the mid-year.

Our new parent representative for Chautauqua, Rose Caldwell, arrived and needed to be voted into the Policy Council. Meredith Telfer made the motion for the approval of the new member, and Suzan Gage seconded the motion. The group voted their approval of the new term member.

Kim introduced Linda Humphries, Tri-County's Chief Financial Officer, who would be giving the group some fiscal training. Since Tri-County just had their annual audit, Linda went over some of the facts in the audit that affected Head Start. She then explained the financial status report, the columns, and line items. The last document that involves Head Start is Form 269 which is submitted twice a year and must be signed by the Head Start Director.

Under old business:

There was no old business.

Under new business:

Kim talked to the group about the Creative Curriculum that the program wants to utilize for our new Early Head Start. When the toddlers transition into regular Head Start both programs will be using the same Creative Curriculum format.

The following items were reviewed and approved:

Early Head Start Curriculum for Infants, Toddlers, & Twos

Motion: Myron Hudson

Second: Suzan Gage

FYI/Discussion-

Policy Council & Board Training – January 23, 2010 – The training was held at the Westville center. The trainers, Charles Woodard and Sandra Espinel, were good speakers and very informative. Another program from Panama City joined our training and we had good group interactions.

Walton Playground Design Plan-Kim showed the group three different views of the layout that has been designed. There were some questions and answers. Staff members are anxious to get started.

Early Head Start-The official word has been received that our Early Head Start grant has been approved. Besides the Director, and one program coordinator, one member from the Board of Directors, Vivian Clark, and one member from the Policy Council, Meredith Telfer, will be attending orientation training in Washington, D.C. the first week of March for four days. Services will begin by June 1, 2010. A facility in Walton County must be obtained between September and October of 2010. After the third year, there will be 12 home based slots and 24 center slots. We are in the process of hiring a Start-Up Planner. We hope to use Western Kentucky University as well as others training when our staff is in place.

March's Meeting-Due to the orientation training in Washington D.C. the first week of March; Kim asked the group if they could change the Policy Council meeting to March 8th instead of March 1st. The group agreed to the change.

Self-Assessment –Our Self-Assessment will begin February 22nd. The whole process will be a month long. There will be training and four team leaders to support the volunteers.

Take Home Items:

Copies of the Policy Clarification, Announcement, PI, & IM
IM – Training and Technical Assistance System
Child Outcomes Report

Announcements:

Holmes Representative, Myron Hudson, will not be able to attend the March 8th Policy Council meeting.

Adjournment -

The meeting was adjourned at 7:00 P.M. following a motion by Jessica Carroll, and seconded by Myron Hudson. The next Policy Council meeting will be re-scheduled to March 8, 2010 if registration is not full for the EHS orientation for the March 1-4 week.