

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

POLICY COUNCIL MEETING

February 7, 2011

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Sheron McLaney	Myron Hudson	Barb Lawniczak	Kay Whitenight
Crystal Eades	Stacey Redmon	Kathy Shull	William Byram
Benjamin Anderson	Connie Peacock	Kathy Johnson	Amanda Byram
Crystal Cooper	Kenya Jackson-Fuentes		

The meeting was called to order at 6:02 P.M. by the Policy Council Chairperson, Crystal Eades.

Roll call was taken by the Director's Assistant, Kay Whitenight, in lieu of the Policy Council Secretary, Connie Peacock, who was absent. A quorum was not established with four present members and four members absent. The decision was made to proceed with the meeting and the Director's Assistant would conduct a telephone poll for the items on the agenda to be approved/disapproved by the absent members.

A new parent representative for the Chipley center, Amanda Byram, needed to be seated. Crystal Eades made the motion for the approval, and Sheron McLaney seconded the motion. Those who were present voted their approval of the new parent representative. Amanda's position will be decided after the phone poll is concluded.

Before Chairperson, Crystal Eades, asked for the approval of the minutes for the meeting of on February 7, 2011, Kay Whitenight, Director's Assistant, addressed the present Policy Council members stating that there had been an error made in asking Crystal Cooper to conduct the meeting during the absence of the Policy Council Chairperson, Crystal Eades on the January 3, 2011 meeting. The error was that Crystal Cooper was not the vice chairperson to conduct the meeting, but it should have been Stacey Redmon, who was also present at the meeting, and is the vice chairperson. Kay apologized to the group and said that she had told the Director, Kim Gillis, earlier of the mistake and asked how it can be corrected. Kim stated that Stacey Redmon should sign and date the approvals, and ask the Policy Council members to approve the January 3, 2011 minutes with the correction. Sheron McLaney made the motion for the approval of the minutes, and Benjamin Anderson seconded the motion. Those who were present voted their approval of the new parent representative. January 3, 2011 minutes correction will be decided after the phone poll is concluded.

The Chipley center had a parent meeting on January 20th, and Mrs. Judith Corbus was the guest speaker. The next parent meeting will be on February 17th and hopefully a representative from the Washington County Sheriff Department will be the guest speaker to speak on "Protecting our Children." There was a Parent/Child Activity Day on January 14th and the classrooms made "I Have A Dream" books, paper plate faces, and "Scat the Cat" Books. There will be a Parent/Child Activity Day on February 11th and the Race Car Activity will be February 18th at Shivers Park at 12:30. There will be a Valentine Dance on February 14th from 5:00 – 7:00 p.m. at the Blue Lake Building on Hwy 77 in Chipley. The children will exchange Valentine cards that day. There will be a field trip to the Washington County Library on February 8th.

Westville had no representatives.

There was a parent meeting on January 11th and a Parent/Child Activity Day at the Walton center. On January 19th the ARC Annual Coat Drive paid a visit. February 1st there was a parent meeting and a Parent/Child Activity Day. On February 11th the center will have a Valentine Fiesta at the Walton County Fairgrounds. The Walton County and DeFuniak Springs Youth Ambassadors will visit on February 14th with a Valentine Treat.

Family Race Car Night is February 17th. On March 15th will be a Walton Head Start Field Day. The Walton Head Start Parent Committee requests funds of \$150.00 for their Easter Celebration. The funds will be used to make an Oriental Trading order, purchase food and decorations. Sheron McLaney made the motion to allow the funds, and Crystal Eades seconded the motion. Those who were present voted their approval of the funds for Walton's Easter Celebration. The final approval of the funds will be decided after the phone poll is concluded.

Chautauqua had Santa visit in December, where he handed out gifts to the children. Parents came and had breakfast with their child. They had a good turnout. The Parent/Child Activity was held on January 31st and it was another good turnout. The Four-year-olds went to the DeFuniak Springs Library on February 1st for story time. The Three-year-olds will be going tomorrow February 8th for story time. A parent meeting will be held this Wednesday, February 9th at 8:15 a.m. Valentine's Day celebration will be this Friday, February 11th at 1:00 p.m. Parents are encouraged to come spend some time with their children. A fieldtrip to the post office for the four-year olds will be on February 15th. The three-year-olds will be going on February 22nd. The Chautauqua Head Start Parent Committee is requesting \$75.00 to be used for their Valentine Day Activity that they have planned for the children. Benjamin Anderson made the motion to allow the funds, and Crystal Cooper seconded the motion. Those who were present voted their approval of the funds for Chautauqua's Valentine's Day Celebration. The final approval of the funds will be decided after the phone poll is concluded.

Early Head Start had no representation.

Barb reviewed the Director's Report stating that the enrollment for Head Start and Early Head Start is filled. We are still showing a strong waiting list with many eligible children. There have been sixteen vacancies that ranged from one to 22 days. All centers had their attendance below 85% due to illness. Twenty two children are receiving services for Disability and seven are pending. Mental Health Classroom Observations for all centers were complete for the month. EHS Home-Base was low because a Home Visitor was out do to a death in family. In-kind is starting at 9.72% for Head Start's new fiscal calendar year; and Early Head Start finished its third month at 2.2%. We are hoping that the socializations will improve. USDA was adjusted for December to \$-2,764.22. Staff is at 51 with a Teacher Assistant being replaced at the Walton center. The financial status report for January is now showing our new budget by line items. It's early for any line items to be in the red. Early Head Start is starting to show some items in red, but these will be adjusted later in the year. The credit card statements were discussed and a question in regards to Kim's statement was asked by Sheron McLaney. Her question was if the statement was paid in full why is there a balance due on the statement after a payment was made. We told her that we thought that the statement was paid in full, due to the fact that there was no finance charge included on the statement, but we told her that we would check with bookkeeping.

Under old business:

There was no old business.

Under new business:

FYI/Discussion-

Annual Self-Assessment Date Set-Barb stated that the Head Start Self-Assessment would be the last week of February. Monday, February 21st, the children are out. The staff and anyone wanting to participate will have training on that day. The self-assessment will last through the week of February 25th.

EHS Self-Assessment Program Improvement Plan-Barb told the group that information received from the participants of the EHS Self-Assessment was put into a report that she gave to Kim. Kim then made the chart to show what needed to be done and when. Barb picked a couple of examples and explained the process to the group.

Barb talked about the five policies and procedures that were needed for the Family Service Workers and Home Visitors to use as guidelines in what they are trying to accomplish and in helping our families. She also explained the revision that was made to the Supervision of Children Policy & Procedure and why.

The following items were reviewed and approved:

Caseload, Family Support, Parent Contacts and Home Visits Policy & Procedure
Motion: Sheron McLaney Second: Benjamin Anderson

Emergency/Crisis Intervention Policy & Procedure
Motion: Sheron McLaney Second: Benjamin Anderson

Family Partnership Process Policy & Procedure
Motion: Sheron McLaney Second: Benjamin Anderson

Enrollment of Children of Pregnant Mothers Policy & Procedure
Motion: Sheron McLaney Second: Benjamin Anderson

Enrollees/Withdrawal/Drop/Vacancies/Change of Status Policy & Procedure
Motion: Sheron McLaney Second: Benjamin Anderson

Supervision of Children Policy & Procedure
Motion: Sheron McLaney Second: Benjamin Anderson

EHS Self-Assessment Program Improvement Plan
Motion: Benjamin Anderson Second: Sheron McLaney

Transfer of Judy Montes to EHS Center Coordinator
Motion: Benjamin Anderson Second: Sheron McLaney

Hiring of Betty Hogans, Teacher Assistant at Walton
Motion: Benjamin Anderson Second: Sheron McLaney

*All approvals will be decided after the phone poll is concluded.

Take Home Items:

January Credit Card Transactions for Kim Gillis and Barbara Lawniczak

Announcements:

None

Adjournment -

The meeting was adjourned at 6:50 P.M. following a motion by Benjamin Anderson, and seconded by Crystal Cooper. The next Policy Council meeting will be Monday, March 7, 2011. Chairperson, Crystal Eades will not be attending the March meeting.