

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

POLICY COUNCIL MEETING
April 4, 2011

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Sheron McLaney	Kenya Jackson-Fuentes	Barb Lawniczak	Kay Whitenight
Stacey Redmon	Amanda Byram	Kathy Shull	Judy Montes
Myron Hudson		Ruth Kelly	Carolyn Clear
Crystal Cooper		Kim Gillis	Cynthia Brown
Benjamin Anderson		Amy Teck	
Crystal Eades			

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, due to the resignation of Connie Peacock, Policy Council Secretary. Kim asked the Policy Council members for the approval of the new Westville parent representative, Amy Teck. Crystal Eades made the motion for the approval of the new member, and Stacey Redmon seconded the motion. The group voted their approval of the new member.

Kim then asked the Policy Council members to make motions for the replacement of the Policy Council Secretary, who resigned. Crystal Cooper volunteered for the position of Policy Council Secretary. Myron Hudson made the motion for the approval, and Benjamin Anderson seconded the motion. The group voted their approval of the new Policy Council Secretary.

Crystal asked for the approval of the minutes for the meeting of March 7, 2011. Benjamin Anderson made the motion for the approval of the minutes, and Stacey Redmon seconded the motion. The group voted their approval of the minutes.

Crystal Cooper reported that the Walton center had their parent meeting on April 1st at 8:30 a.m., which was then followed by a Parent/Child Activity at 9:30 a.m. On April 2nd they held their first T-Ball at 9:30 a.m. at the center. There was a Walton County Family Fun Day at the Wee Care Park on April 2nd from 9:00 - 12:00 a.m. April 8th there will be an Outdoor Schoolroom from 9:30-11:00 a.m. with a, "Please come volunteer". There will be a Volunteer Luncheon at Westville center on April 11th. Breakfast with Dad will be on April 15th starting at 8:30 a.m., and a staff meeting at 2:15 p.m. April 22nd there will be an Easter Celebration at the Walton center at 9:30 a.m. and volunteers are needed. The center will be closed for Spring Break on April 25th thru April 29th. Earth Day is on May 5th and the Parent/Child Activity will be planting a tree starting at 9:30 a.m. On May 6th Miranda will be off for cooking school; and there will be a transition trip for the 4-yr. olds to Maude Saunders Elementary. The Head Start T-Ball tournament will be on May 7th at Prosperity Park. May 10th is Lunch with Mom at 11:00 a.m. There will be a transition trip for 4-yrs. olds to the West DeFuniak Elementary School. May 12th is a tentative date for the kindergarten transition lunch at the Chautauqua center at 12:00 a.m. A staff meeting is scheduled for May 13th at 2:15 p.m. May 19th there will be an end of school party at Wee Care Park from 3:00 – 4:30 p.m. An End of School Celebration/Awards Day will be on May 25th starting at 9:30 a.m.; bring swim suits, towels, and a bag to put the wet clothes in. May 26th school's out for the summer. The Walton Head Start Parent Committee requests funds of \$150.00 for the End of Year Celebration to be held at Walton on May 25th. The funds will be used to purchase items for outdoor play for our children. Crystal Eades made the motion for the approval, and Stacey Redmon seconded the motion. The group voted their approval of the funds.

Amy Teck told the group that the Westville center had a St. Jude Trike-A-Thon on March 25th; the children collect \$145.00. Breakfast with Dads was on March 25th; they had 30 dads attending. A parent meeting was held today at 12:30 p.m. The center has 36 children signed up for T-Ball; practice starts April 5th at 4:00

p.m. at Prosperity Park. An Easter egg hunt and Parent/Child Activity will be at 1:00 p.m. on April 22nd. Spring break is April 25th – 29th. Some T-shirts were donated for the Washington County Health Department. The Westville Head Start Parent Committee met on March 7th. The parents voted to use the \$8.00 per child for child transition into kindergarten. This event will be held at Los Rancheros Restaurant in Bonifay on May 2nd. The guest speakers will be kindergarten teachers, one each from Ponce de Leon, Vernon, and Bonifay. We will be sending surveys to see how many parents will attend this important meeting. We appreciate your approval of this matter. (Note-No approval is needed for the \$8.00/child transition.)

There was no representative for Chipley, so the Center Coordinator, Cynthia Brown, read a letter from the parent meeting on March 17th; the parents discussed and voted to have a third big event for the center. The event will include a Luau theme, picnic lunch, and a variety of games with plans to have it at Shivers Park on May 20th, 9:00 - 12:00 a.m.. We are requesting the amount of \$125.00 in order to purchase items from Oriental Trading. We are anticipating that this will be a great event for the children, parents, and staff. Benjamin Anderson made the motion for the approval, and Myron Hudson seconded the motion. The group voted their approval of the funds.

There was no representation for Early Head Start.

Kim stated that the enrollment for Early Head Start is at 36 children and Head Start children are at 203. We still have waiting lists with eligible children at all centers. There were nine vacancies that range from one to 14 days. All centers attendance is 85% or above; Chautauqua is having some problems with illness and parents transporting children due to gas cost. Twenty eight children are receiving services for Disability. EHS home visits are still having problems with the parents cancelling appointments and not rescheduling. In-kind for both Head Start and EHS is low. USDA showed a - \$3,598.82. Staff is at 54. Head Start's financial status report for March had one overage in a non-budgeted area, plus some areas that need budget changes in the areas that are allocated to Tri-County. Kim said that this will be corrected in the near future. Benjamin asked questions about what we were doing to compensate for the increase in gasoline prices. Kim explained that the program was doing more webinars and in-house training than traveling; and that cost effectiveness was discussed at the Board of Directors meeting where this situation in affecting other programs in Tri-County. The carryover funds have not been released to purchase and renovate building for EHS. The group was given credit card statements to review and Kim mentioned that the MasterCard accounts were the same as in last month's meeting due to the statements are received in bookkeeping after our meeting. She will have to report these statements a month later in future meetings.

Under old business:

Mid-Year Outcomes Reports for Head Start (Science & Nature) - Kim explained to the group about the guidelines that the teachers use from Galileo to incorporate science into their daily lesson plans. Benjamin Anderson was interested how the teachers would use the information and Kim gave him an example. She also stated that our program was not the only one where children were low at mid-year, but that the results will show an improvement by the end of the year.

Under new business:

FYI/Discussion-

Annual Self-Assessment-A lot of good information is being entered into the report, but there are still a few areas that need to be turned in before the report can be completed.

EHS Update-The regional office has not responded about the distribution of funds for the center. Kim and Joel Paul, Executive Director, with information from Ruth Kelley, are looking into using portables from the DeFuniak Springs School Board that are located at the Walton Career Center. They hope these would be available on June 1st with no end date, and there would be no rent charged. Head Start would only pay for the operational costs.

The group was able to review 17 policies and procedures for approval a week early. They were asked if there were any questions and then put the documents to a vote. Three additional policies and procedures were presented and discussed and another vote was called for each document. The school calendars for Holmes, Walton, and Washington counties were reviewed for approval with future changes to be made to Holmes County once the information was verified.

The following items were reviewed and approved:

Assessing Community Services and Resources Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Parent Involvement, General Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Confidentiality of Information Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Behavior Management Support/Discipline Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Absentee Follow-up Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Enrolling Early Head Start Children Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Release of Child Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Behavior Management Principles Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Sexual Predator Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Mental Health Assessment and Concerns/Emergency Concerns Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Parent Involvement in Child Development and Education Resources Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Parent Involvement in Home Visits Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Parent Involvement in Health, Nutrition, & Mental Health Education Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Parent Involvement in Transition Activities Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Parent involvement in Community Advocacy Policy & Procedure

Motion: Sheron McLaney Second: Myron Hudson

Mental Health Procedures Policy & Procedure

Motion: Sheron McLaney

Second: Myron Hudson

Child Abuse/Neglect Policy & Procedure

Motion: Sheron McLaney

Second: Myron Hudson

Referral Process Policy & Procedure

Motion: Stacey Redmon

Second: Benjamin Anderson

Group Socialization Policy & Procedure

Motion: Stacey Redmon

Second: Crystal Cooper

Supervision of Children Policy & Procedure

Motion: Sheron McLaney

Second: Myron Hudson

2011-2012 School Calendars

Motion: Benjamin Anderson

Second: Stacey Redmon

Take Home Items:

February/March Credit Card Transactions for Kim Gillis and Barbara Lawniczak
3-5: Galileo v2 Nature and Science

Announcements:

None

Adjournment -

The meeting was adjourned at 6:55 P.M. following a motion by Myron Hudson, and seconded by Sheron McLaney. The next Policy Council meeting will be Monday, May 2, 2011.