

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

POLICY COUNCIL MEETING
April 5, 2010

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Melinda Sims	Jessica Carroll	Cynthia Brown	Kay Whitenight
Myron Hudson	Meredith Telfer	Kim Gillis	Barb Lawniczak
Rose Caldwell	Krystal Niner	Kathy Shull	Carolyn Clear
Suzan Gage		Dorothy McClendon	
Sheron McLaney		Karen Hutchins	

The meeting was called to order at 6:07 P.M. by the Head Start Director, Kim Gillis. Both the Chairperson, Meredith Telfer, and the Vice Chairperson, Jessica Carroll, were absent from the meeting.

Roll call was taken by the Policy Council Secretary, Melinda Sims. A quorum was established with five present members and three members absent.

Head Start Director, Kim Gillis asked for the approval of the minutes for the meeting of March 8, 2010. Myron Hudson 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 Chautauqua center had their Race Car Night in February. And the children went to the Zoo in March. More parent involvement is needed in the participation of activities.

Chipley had Race Car Night on March 19th at Shiver's Park. An egg hunt was held on March 24th in Shiver's Park. A parent meeting was held on March 18th with Dorothy McClendon as guest speaker with the topic of "Managing Child Behavior". The next parent meeting will be April 15th. The kindergarten transition dinner is scheduled for April 20th at 12:00 A.M. at the Cancun restaurant. The parent committee is requesting the \$5.00/child funds to be used for the dinner. Sheron McLaney made the motion and Rose Caldwell seconded the motion. The group voted their approval for the request of funds.

There was no representative for Westville, but the Center Coordinator, Kathy Shull, made a request for the \$5.00/child funds to be used for their kindergarten transition dinner to be held at Simbo's restaurant on May 6th, in behalf of the parent committee. Myron Hudson made the motion and Sheron McLaney seconded the motion. The group voted their approval for the request of funds. There will be speakers from Ponce de Leon, Vernon, and Bonifay present during the meeting

The Walton center had no representation.

Enrollment stays the same for Head Start, but there was a drop in VPK. ERSEA is still showing strong waiting lists with many eligible children, and vacancies are being filled as soon as possible which must be kept until the end of the year. All attendance is above 85%. Eighteen children with disabilities are being served with two more from Chipley to be included. USDA is showing a difference of \$1,621.02. In-kind is progressing for the fourth month of our new fiscal calendar year, and we are now showing a percentage into Early Head Start. Staff is steady at 49. The financial status report is starting to balance due to bookkeeping stabilizing the budget figures among the line items. There are no problem areas at this time in our budget.

Under old business:

There was no old business.

Under new business:

Kim talked to the group about some of our policies and procedures in which changes were made by information received from Tri-County Community Council. Other approvals involved the beginnings of Early Head Start, such as teacher transfers, curriculum, 2010-2011 Criteria Sheet; and Head Start's Supplemental COLA Increase and pay scale.

The following items were reviewed and approved:

Tobacco Use Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Employee Breaks Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
In-House Invoices Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Inventories Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Purchase Orders Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Invoices Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Davis-Bacon Act Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Calculating In-kind Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Buying and Submitting Bills Policy & Procedure Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
2010-2011 Criteria Sheet Motion: <u>Myron Hudson</u>	Second: <u>Melinda Sims</u>
Emergency Plan Walton (Revision) Motion: <u>Sheron McLaney</u>	Second: <u>Rose Caldwell</u>
Merlin Input Policy & Procedure (Removal) Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>
Computer Connections and Positions Policy & Procedure (Removal) Motion: <u>Suzan Gage</u>	Second: <u>Myron Hudson</u>

Transfer of Teachers to EHS Home-Base

Motion: Myron Hudson

Second: Suzan Gage

Home-Base Curriculum (FSU-Partners for a Healthy Baby)

Motion: Melinda Sims

Second: Suzan Gage

2010-2011 School Calendars

Motion: Sheron McLaney

Second: Suzan Gage

Head Start Pay Scale

Motion: Suzan Gage

Second: Melinda Sims

Supplemental COLA Increase - \$12,083 (2/17/2010)

Motion: Myron Hudson

Second: Sheron McLaney

FYI/Discussion-

Early Head Start-There will be a lot of training starting with the home-base. We will be starting enrollment. Joel Paul, executive director for Tri-County Community Council is working with a real estate agent in looking to purchase land. We are planning to buy another vehicle, two cell phones, and laptops. Sandra Espinel will be here in May for more training. Another Policy Council member will need to be voted in to represent Early Head Start. Home-base EHS families will need to attend two socializations each month. There will be two home visitors, each will have 12 families. Each caregiver will spend one and one half hours spent with each family.

Strategic Planning-Kim has received three bids but is weighing the options that have been presented, and will make a decision soon. Strategic Planning sessions will be scheduled for May.

Self-Assessment Update-Barb is still waiting for all packets to come in before she can make her final analysis so that Kim can present the final Program Improvement Plan.

2010-2011 School – VPK-Due to the fact that VPK is no longer cost effective, it will be discontinued.

Cameras in Classrooms and Lunchrooms-Bids have been received and Walton is the center to start this project. Videotaping lasts for thirty days and will then re-tape to maintain safety for all.

Tri-County Early Head Start/Head Start Organizational Chart-Now includes Early Head Start which will presently be under Education.

Take Home Items:

United States Census 2010 “Be Counted in 2010”

Announcements:

None

Adjournment -

The meeting was adjourned at 6:58 P.M. following a motion by Myron Hudson, and seconded by Suzan Gage. The next Policy Council meeting will for Monday, May 3, 2010.