

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

POLICY COUNCIL MEETING  
May 3, 2010

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

The meeting was called to order at 6:04 P.M. by the Policy Council Chairperson, Meredith Telfer.

Roll call was taken by the Director's Assistant, Kay Whitenight, in lieu of the Policy Council Secretary being absent. A quorum was not established with three present members and five members absent. The attending Policy Council members decided to proceed with the meeting and the Director's Assistant will conduct a phone poll for the final approval of all motions made during this meeting. A document will be submitted with these minutes showing the results of the phone poll.

The new Westville parent representative, Stacey Redmon, was voted into the Policy Council, but will not participate in the meeting's proceedings until after the phone poll. Myron Hudson made the motion for the approval of the new member, and Rose Caldwell seconded the motion. The group voted their initial approval of the new term member.

Chairperson, Meredith Telfer asked for the approval of the minutes for the meeting of April 5, 2010. Meredith Telfer made the motion for the approval of the minutes, and Myron Hudson seconded the motion. The group voted their initial approval of the minutes as written.

Due to no parent representation at the meeting, Center Coordinator, Cynthia Brown gave an update to the center's activities. The 4-yr. olds will be visiting Kate Smith Elementary School on May 6<sup>th</sup>. The children will be going to Gulf World on May 10<sup>th</sup>. May 14<sup>th</sup> the Chipley staff will participate in the "Relay for Life" event. The children will have a fieldtrip to Zoo World on May 21<sup>st</sup>. The end-of-the-year activities will be held at Grace Assembly on May 25<sup>th</sup> at 5:00 p.m. And on the last day of school, May 28<sup>th</sup>, Chipley will have a "Water Day".

Two classrooms from Westville went to Zoo World on April 9<sup>th</sup> and the remaining two classrooms went on April 16<sup>th</sup>. On April 23<sup>rd</sup>, the center held a "Breakfast with Dad". The 4-yr. olds going to Vernon Elementary visited their new school on April 28<sup>th</sup>. On May 5<sup>th</sup>, the 4-yr. olds going to Bonifay Elementary will visit their school. For the end-of-the-year activities, there will be a picnic at Prosperity Park on May 28<sup>th</sup> with a program starting 9:00 a.m.

There was a parent meeting at the Chautauqua center and the discussion of how were they going to celebrate the end-of-the-year activities was presented. For Earth Day, the 4-yr. olds planted a tree and the 3-yr. olds planted flowers. A Hop-A-Thon was held on April 23<sup>rd</sup>, and money was to be turned in today. May 1<sup>st</sup> had a small turn out for the Family Fun Day due to the weather. A parent meeting will be held on May 4<sup>th</sup>. There will be an early release on May 5<sup>th</sup> at 12:00 p.m. May 7<sup>th</sup> there will be a "Breakfast with a Mother figure" at 8:30 a.m. May 12<sup>th</sup> will be a kindergarten transition for 4-yr. olds at Maude Saunders at 9:00 a.m. May 13<sup>th</sup> is a fieldtrip to Wee Care Park for the 3-yr. olds. A kindergarten transition luncheon will be held on May 14<sup>th</sup> from 12-1:00 p.m. for the 4-yr. olds. May 17<sup>th</sup> will be a kindergarten transition to West DeFuniak for some 4-yr. olds

at 9:00 a.m. May 21<sup>st</sup> is “Breakfast with a Father figure” at 8:30 a.m. May 27<sup>th</sup> will be the end-of-the-year-activities from 9-12:00 p.m. with a Parent/Child Activity. May 28<sup>th</sup> is the last day of school. The Parent Committee of Chautauqua is requesting \$75.00 for the children’s end-of-the-year-activities which includes a carnival fun day. The parents will host and participate in all aspects of the day’s activities. A request to approve the funds was made. Meredith Telfer made the motion and Myron Hudson seconded the motion. The group voted their initial approval for the request of funds.

The Walton center is having a “Breakfast with Mom” on May 7<sup>th</sup>. There will be a transition visit to Maude Saunders by participating 4-yr. olds on May 12<sup>th</sup>; and for those going to West DeFuniak Elementary on May 7<sup>th</sup>. One class will be visiting Gene Hurley Park for each of the following dates, May 19<sup>th</sup>, 20<sup>th</sup>, and the 21<sup>st</sup>. There will be a “Lunch with Dad” on May 21<sup>st</sup>. There will be awards on May 27<sup>th</sup>. The end-of-the-year activities will be on May 27<sup>th</sup>. The Walton H.S. Parent Committee is requesting funds of \$75.00 for the end of the year activities to be held at Gene Hurley Park. Funds will be used to purchase items for a luau theme. A request to approve the funds was made. Myron Hudson made the motion and Rose Caldwell seconded the motion. The group voted their initial approval for the request of funds.

Enrollment is steady. ERSEA is showing strong waiting lists; vacancies are filled immediately. All attendance is 88% or above. EHS has 25 applications; two over income, one moved, and twenty-one eligible. Twenty children with disabilities are being served including one just receiving services. USDA is showing a difference of \$7,247.97. In-kind is at 44% with May being the sixth month of our fiscal budget. Staff is now at 51 after the hiring of the EHS Home Visitor. There will be a Woman’s Health Fair at the Westville center on May 14<sup>th</sup>. The Self-Assessment is completed but will need to be reviewed before being presented to the Policy Council. The financial status report is in good shape and Kim will be meeting with bookkeeping in June. The ARRA budget will need some adjustments where there are over expenditures. The EHS budget is not showing much activity except for wages.

Under old business:

There was no old business.

Under new business:

Barb explained some of the changes to the Re-enrollment Policy & Procedure. Kim reviewed the EHS policies and procedures and how they came into being; how EHS is planning on purchasing a vehicle; the hiring of an EHS Home Visitor. Kay gave a summary as to the maintenance of our Vendors List. And there was a quick review of the Emergency Plans for Chipley and Westville.

The following items were reviewed and initially approved:

Re-enrollment Policy & Procedure

Motion: Myron Hudson

Second: Rose Caldwell

Sudden Infant Death Syndrome/Infant Sleeping Arrangement Policy & Procedure

Motion: Myron Hudson

Second: Meredith Telfer

Services for Pregnant Women Policy & Procedure

Motion: Myron Hudson

Second: Meredith Telfer

Indoor/Outdoor Physical Activities for Home-Based Setting Policy & Procedure

Motion: Myron Hudson

Second: Meredith Telfer

Home Visits in the Family’s Home Policy & Procedure

Motion: Myron Hudson

Second: Meredith Telfer

Health Care for Newborns Policy & Procedure

Motion: Myron Hudson

Second: Meredith Telfer

Purchase Vehicle (EHS Home-Based)

Motion: Meredith Telfer

Second: Rose Caldwell

Hiring of Sheila Oliva, Home Visitor (EHS)

Motion: Myron Hudson

Second: Meredith Telfer

Vendors List (2010-2011)

Motion: Meredith Telfer

Second: Myron Hudson

Emergency Plan - Chipley

Motion: Rose Caldwell

Second: Meredith Telfer

Emergency Plan - Westville

Motion: Meredith Telfer

Second: Myron Hudson

FYI/Discussion-

Early Head Start-June 1<sup>st</sup> is the start of our Home-Based program. Our Home Visitor, Sheila Oliva, will start work on Monday. We will start ordering supplies, purchase a vehicle, and computers. The NWFLSC was asked if they want to participate in the housing of our program, but they are in transition with a new president and will not be able to respond immediately. Joel has been talking to a real estate agent. Program coordinators need to work with Karen in establishing the program's needs.

Strategic Planning-June 3<sup>rd</sup> and 4<sup>th</sup> are the dates for the retreat with Jon Walker. Food will be brought in for those two days.

Self-Assessment-Is completed, and Kim will need to do an analysis to present to the Policy Council the Program Improvement Plan at the next meeting in June.

Teachers and Classes-To meet the deadline in 2013, teachers who are working on their 4-yr. degree will be able to attend two classes per semester. If there are any funds available, it will go to the Teacher's Assistants and other staff.

Risk Management Phone Call-An explanation of the phone call was given. The call is scheduled for May 12<sup>th</sup> at 9:00 a.m. The call will probably take place in Joel's office in Bonifay.

Women's Health Fair-It will be held at Westville HS center on May 14<sup>th</sup> from 2-6:00 p.m. There will be food at 4:00 p.m.

Take Home Items:

Women's Health Fair Flyer

Strategic Planning Retreat Flyer

Announcements:

None

Adjournment -

The meeting was adjourned at 6:47 P.M. following a motion by Meredith Telfer, and seconded by Rose Caldwell. The next Policy Council meeting will be for Monday, June 7, 2010.