

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

POLICY COUNCIL MEETING  
September 7, 2010

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Nikki Cullifer	Suzan Gage	Cynthia Brown	Kay Whitenight
Stacey Redmon	Kenya Jackson-Fuentes	Kim Gillis	Michele Howard
Myron Hudson	Meredith Telfer	Dorothy McClendon	Kathy Johnson
Rose Caldwell		Ruth Kelley	Kathy Shull
Sheron McLaney		Barbara Lawniczak	Crystal Cooper
Melinda Sims		Crystal Eades	Christy Brown
		Benjamin Anderson	

The meeting was called to order at 6:03 P.M. by the Head Start/Early Head Start Director, Kim Gillis, in lieu of the Policy Council Chairperson, Meredith Telfer, being absent and having no Vice Chairperson at this time.

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

The new 2010-2011 Policy Council members were presented to the seated Policy Council members by Kim Gillis. Kim requested that the new members be voted into the Policy Council. They are Crystal Eades, Crystal Cooper, Benjamin Anderson, and Christy Brown. Myron Hudson made the motion for the approval of the new members, and Rose Caldwell seconded the motion. The group voted their approval of the new member.

Kim asked for the approval of the minutes for the meeting of August 2, 2010. Sheron McLaney made the motion for the approval of the minutes, and Myron Hudson seconded the motion. The group voted their approval of the minutes as written.

The Westville center had orientation on August 20<sup>th</sup>. A parent meeting was held on September 2<sup>nd</sup> at which time they voted in the officers and members for other committees. Classrooms will be visiting the Holmes Dental Clinic. Picture day is on September 22<sup>nd</sup>. DeDe's class will have a Gulfworld fieldtrip on September 24<sup>th</sup>; Dianne and Yolanda's classrooms will go on September 27<sup>th</sup>. The next parent meeting is on October 12<sup>th</sup>.

A parent meeting was held at the Chipley center on September 2<sup>nd</sup> and officers were elected as well as other committee members. Their meetings will be held on the third Thursday of the month. Grandparents Day will be celebrated on September 10<sup>th</sup> with a Parent/Child Activity Day. Picture day is September 23<sup>rd</sup>. The children will be going to the Washington Dental Clinic September 29<sup>th</sup> through September 30<sup>th</sup>.

Walton is having a bus evacuation drill on September 9<sup>th</sup>. Breakfast with the Grandparents is on September 10<sup>th</sup>. Open house will be September 16<sup>th</sup>. Kristen's classroom has a fieldtrip to Gulfarium, in Fort Walton. September 21<sup>st</sup> is picture day. A Parent/Child Activity Day will be on September 22<sup>nd</sup>. Ms. Helen's classroom will have a fieldtrip to GulfWorld on September 23<sup>rd</sup> and Ms. Ida's class will go on September 28<sup>th</sup>. October 6 the Fire Department will arrive and October 7<sup>th</sup> there will be a parent meeting. A Parent/Child Activity Day is scheduled for October 19<sup>th</sup> and the Fall Festival will be at the Walton Academy playing field on October 28<sup>th</sup>.

The first parent meeting was held on August 31<sup>st</sup> at the Chautauqua center. There was a good turnout for the first meeting. Parents elected officers and a Policy Council member. Grandparents' breakfast is scheduled for Friday September 10<sup>th</sup>. The first Parent/Child Activity Day is scheduled for September 24<sup>th</sup> and the second parent meeting will be held before the activity. There will be a discussion as to when they will be holding regular parent meetings. A fieldtrip for the three-yr. olds to Gulfarium is scheduled for September 16<sup>th</sup>; and the four-yr. olds will be going on September 30<sup>th</sup>. School pictures will be taken on the 21<sup>st</sup> of September. There is an early release for Walton County schools on September 29<sup>th</sup>, due to teacher meetings.

The Director's Report shows 203 children slots allocated and filled for Head Start. Early Head Start has 36 slots and presently 24 filled with pregnant mothers, infants, and toddlers. At the present time, we will be hiring a third home visitor until a center has been established. The Head Start centers began with some "no shows" but were filled within the required timeframe. All attendance is above the 85%. We have 13 children who are receiving services for disabilities with two who are waiting for their eligibility meeting. Two new categories have been initiated for Mental Health Classroom Observations and a section for EHS Home-Base visits and monthly socializations. In-kind is doing well for this time period. There is no report for USDA until next month. Staff is at the normal 50 employees. Kim explained the financial status report to the new members in regards to its format and how to interpret the figures for Head Start and Early Head Start. She also described the function of the 269s and that Tri-County Community Council, Inc.'s Chief Finance Officer, Linda Humphries, will come after the first of the year to explain the fiscal branch of Head Start/Early Head Start. The PIR was next on the agenda and Kim went over some of the numbers with explanations for the members. Dorothy discussed the year-end Child Outcome Report which showed a strong increase in the children's scores at the end of the school year.

Under old business:

There was no old business.

Under new business:

FYI/Discussion-

Kim gave the group an update in the progress of EHS: the building to be purchased, staffing, and the financial questions that she is trying to resolve with our program specialist. A job announcement for a caregiver position has been posted and all candidates need either a CDA Infant & Toddler, or a degree in Early Education for consideration.

There were Policies and Procedures to be approved with input from the different sections that were reviewed by Kim, Ruth, and Barbara.

The following items were reviewed and initially approved:

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|--|------------------------------|
| (2) Education Policies & Procedures (see attached)     |                              |
| Motion: <u>Rose Caldwell</u>                           | Second: <u>Myron Hudson</u>  |
| School Attending Policy & Procedure                    |                              |
| Motion: <u>Sheron McLaney</u>                          | Second: <u>Myron Hudson</u>  |
| Emergency Contacts Policy & Procedure                  |                              |
| Motion: <u>Rose Caldwell</u>                           | Second: <u>Myron Hudson</u>  |
| Menu Changes Policy & Procedure                        |                              |
| Motion: <u>Melinda Sims</u>                            | Second: <u>Rose Caldwell</u> |
| (9) Mental Health Policies & Procedures (see attached) |                              |
| Motion: <u>Sheron McLaney</u>                          | Second: <u>Myron Hudson</u>  |

- (2) Family Partnerships Policies & Procedures (see attached)  
 Motion: Sheron McLaney Second: Myron Hudson
- Extended Care Policy & Procedure  
 Motion: Melinda Sims Second: Rose Caldwell
- (8) Management Systems Policies & Procedures (see attached)  
 Motion: Sheron McLaney Second: Myron Hudson
- (2) Human Resources Management Policies & Procedures (see attached)  
 Motion: Rose Caldwell Second: Myron Hudson
- Cleaning & Sanitizing Policy & Procedure  
 Motion: Rose Caldwell Second: Myron Hudson
- Multi-Disciplinary Team Policy & Procedure  
 Motion: Sheron McLaney Second: Myron Hudson
- (2) Transportation Policies & Procedures (see attached)  
 Motion: Sheron McLaney Second: Myron Hudson
- On-Going Monitoring Plan  
 Motion: Rose Caldwell Second: Myron Hudson
- Parent Training Plan  
 Motion: Rose Caldwell Second: Myron Hudson
- Hiring of Judy Montes (EHS Home Visitor)  
 Motion: Sheron McLaney Second: Rose Caldwell
- Hiring of Mandi Stapp (EHS Home Visitor)  
 Motion: Sheron McLaney Second: Rose Caldwell
- Hiring of Ashley Paul (Walton Center Assistant)  
 Motion: Sheron McLaney Second: Rose Caldwell
- Hiring of Olivia Schley (Westville Center Assistant)  
 Motion: Sheron McLaney Second: Rose Caldwell

Take Home Items:

- PI – Enrollment and Re-enrollment of Migrant Children
- 2010 HS & EHS Program Information Report (PIR)
- 269 for HS & EHS

Announcements:

None

Adjournment -

The meeting was adjourned at 7:06 P.M. following a motion by Melinda Sims, and seconded by Rose Caldwell. The next Policy Council meeting will for Monday, October 4, 2010.