

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

POLICY COUNCIL MEETING  
April 6, 2009

Present:

Gena Carnley  
Crystal Cooper  
Kelly Laminack  
Sheron McLaney

Present:

Woodrow Vaughn  
Suzan Gage  
Jessica Carroll

Absent:

Michelle Davis  
Crystal Yancey

Guests:

Kim Gillis  
Cynthia Brown  
Kay Whitenight  
Dorothy McClendon  
Kathy Shull

The meeting was called to order at 5:59 P.M. by the Policy Council chairperson, Gena Carnley.

Roll call was taken by the Director's Assistant, Kay Whitenight, in lieu of Policy Council Secretary, Crystal Yancey, being absent. A quorum was established with seven present members and two members absent.

The minutes for the meeting of March 2, 2009, were reviewed. Jessica Carroll made the motion for the approval of the minutes, and Kelly Laminack seconded the motion. The group voted their approval of the minutes as written.

Chautauqua had no representative.

Chipley's Transition dinner was held at the Cancun's Mexican Restaurant on March 17<sup>th</sup>. The IMIL was used as a Parent/Child's Activity where all participants walked around Shriver's Park on March 20<sup>th</sup>. There was a parents meeting on March 26<sup>th</sup> with a representative from the One Stop Career Center who spoke to the parents. The Chipley center is considering another water day with picnic on their last day of school in May. The field trip to Falling Waters was cancelled due to bad weather. The next parent meeting is on April 16<sup>th</sup> at 8:00 a.m. with the topic of child abuse and neglect. Their egg hunt will be on April 7<sup>th</sup> at 8:45 a.m. at Shriver's Park. There will be field trips to the Junior Museum on April 28<sup>th</sup> and April 30<sup>th</sup>.

Walton's "Race Car Night" was on March 12<sup>th</sup> and they had a great turn out. They had fun and the children created some awesome cars. There was a good turn out for Parent/Child Activity Day on March 13<sup>th</sup>. The children made animal masks. The 4 year old classes went on a trip to the zoo on March 18<sup>th</sup> to see some of the animals they had been learning about in the classroom. On March 20<sup>th</sup>, the children had a field day where they painted with soap bubbles, prepared celery in colored water for their science centers, and played with Frisbees. On April 8<sup>th</sup>, the 3 year old class will visit the zoo. On April 10<sup>th</sup>, the children will have an egg hunt, games, and there will be a Parent/Child Activity at 9:00-11:00 a.m. at the center. T-Ball Tournament is April 25<sup>th</sup>. On April 29<sup>th</sup>, Sergeant Gamer from the Sheriff's office will speak to the children and parents at 9:30am on "Safety and Making Right Choices." On May 5<sup>th</sup>, the children who plan to attend Maude Saunders will tour the school.

The Chautauqua and Walton Head Start centers request approval for a \$5.00/Child Transition luncheon, which will be held on May 7<sup>th</sup> at 12:00 noon at the Chautauqua Center. The luncheon will consist of pizza, salad, and fruit. A Kindergarten teacher will present information to the parents on transition. A request to approve the funds was made. Woodrow Vaughn made the motion and Suzan Gage seconded the motion. The group voted their approval for the request of funds.

Westville will have field trips on April 4<sup>th</sup> and 16<sup>th</sup> to Zoo World. April 10<sup>th</sup> will be their egg hunt, and April 13<sup>th</sup> is their parent meeting, when they will discuss their Transition Dinner.

Kim reviewed the Director's Report stating that all enrollments are holding. All centers are maintaining their waiting lists, those who are eligible, and those over income. Chautauqua had 2 vacancies for two days, and Westville with one vacancy for two days. Head Start's attendance is still above 85%. Attendance for Subsidized/VPK is not mandatory to be over 85% like Head Start. Disabilities show 13 children from Westville receiving services; and one child is waiting for their IEP. USDA meals totaled 9,728 and over expenses by +\$1,794.51. Staffing has not changed. Child Transportation expenses are on the rise to where Kim and Tri-County has decided that Head Start will be handling the Vernon-Ponce de Leon run again. The financial status report will be looked studied in more detail in June when we are half way through our fiscal year. In-kind has increased beyond what we were doing in FY2007-2008 at this time. Staffing is still maintaining its status quo of 48 employees. The Early Learning Coalition of Okaloosa and Walton Counties invited our program to participate in Kidz on the Coast anniversary celebration on March 22, 2008 at Destin Commons. Three of the Chautauqua staff represented our program in this event.

Under old business:

There was no old business.

Under new business:

Kim explained that an event transpired which dictated a need for the "Supervision of Children" policy and procedure. She then reviewed the highlights of that policy. Kim went over every area of the Self-Assessment Program Improvement Plan so members had knowledge of the results from our Self-Assessment Observation that occurred in February. The Criteria for Enrollment is the same as last years and Kim asked the members if they had any questions. "Findings & Corrective Action Taken" was presented to the members so that they would know what steps were taken to correct our second and final finding.

The following items were reviewed and approved:

Supervision of Children Policy & Procedure

Motion: Kelly Laminack

Second: Jessica Carroll

Self-Assessment Program Improvement Plan

Motion: Woodrow Vaughn

Second: Suzan Gage

Criteria for Enrollment

Motion: Kelly Laminack

Second: Sheron McLaney

Findings & Corrective Action Taken

Motion: Suzan Gage

Second: Kelly Laminack

FYI/Discussion-

Possible Changes –Curriculum, Family, & Child Assessment-The Education Advisory Committee will be meeting this month to discuss their curriculum and assessment options. Then the Planning Committee will be discussing the family piece of the internet system we use.

PI-FY2009 Funding Guidance- Kim read some of the highlights that will impact our program, such as COLA and Quality for our program, but more clarification will be needed.

Volunteer Banquet-4-21-09-The banquet will be held at Westville for all centers and will be from 6:00 – 8:00 p.m.

T-Ball Tournament-4-25-09-Will be at Prosperity Park from 9:00 a.m. – 12:00 noon.

Approval Items for Next Meeting: None

Take Home Items: None

Announcement: None

Adjournment -

The meeting was adjourned at 6:51 P.M. following a motion by Woodrow Vaughn, and seconded by Kelly Laminack. The next Policy Council meeting is scheduled for May 4th, 2009.