

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

POLICY COUNCIL MEETING
November 3, 2008

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Gena Carnley	Linda Marianaccio	Kim Gillis	Cynthia Brown
Michelle Davis	Crystal Yancey	Dorothy McClendon	Kathy Shull
Woodrow Vaughn	Jessica Dorsey	Kay Whitenight	Ruth Kelley
Sheron McLaney		Carolyn Clear	Barb Lawniczak
Crystal Cooper			
Kelly Laminack			

The meeting was called to order at 6:00 P.M. by the Policy Council chairperson, Gena Carnley.

Roll call was taken by Kay Whitenight, Director's Assistant, due to the absence of the Policy Council Secretary, Crystal Yancey. A quorum was established with six present members and three members absent.

The minutes for the meeting of October 6, 2008, were reviewed. Woodrow Vaughn made the motion for the approval of the minutes, and Michelle Davis seconded the motion. The group voted their approval of the minutes as written.

Chipley had their parent meeting on October 30th, with a presentation from the Chipley Fire Department and a special program for the children which was given earlier. A fall festival will be held on November 14th at Shivers Park. There will be a future field trip to Maphis Tree Farm. Family night will be held on November 20th. And on November 21st there will be a Parent/Child Activity. There will be a Thanksgiving lunch instead of a dinner in the evening.

Westville had their parent meeting on October 31st with a program from the Westville and Ponce de Leon Fire Department. The Parent/Child Activity will be on November 10th and November 17th. There was a field trip to the Junior Museum in Panama City on October 10th. Their fall festival will be held on November 7th. Smokey the Bear will be visiting on November 14th. There will be a field trip to Maphis Tree Farm on November 21st. The Wilderness Institute will make blankets for the children. Family Night will be reading under the stars on November 18th. The next parent meeting will be December 8th. Christmas dinner will be December 18th. The parent committee has requested funds of \$100.00 for their Christmas Luncheon on December 18th. Woodrow Vaughn made the motion and Michelle Davis seconded the motion. The group voted their approval for the request of funds.

Chautauqua's fall festival is November 7th. There will be a field trip to Winn Dixie on November 14th. On November 17th there will be a family night. A parent meeting will meet on November 20th. Parent/Child Activity will be November 20th.

Walton had their fall festival on October 31st. Their next parent meeting is November 10th. November 17th will be Family Night. A Parent/Child Activity Day will be November 21st.

Kim reviewed the Director's Report stating that all centers have full enrollment. ERSEA shows the centers' waiting list and how many are eligible. Westville had 3 vacancies but were filled in 1, 3, and 4 days. Attendance for Subsidized/VPK for Chipley was 89%, Walton 75%, and Westville 74%. Disabilities total 17 children with 7 more waiting for eligibility meeting. USDA meals totaled 10,288 and our expenses are \$7,072.46 more due to restocking supplies at the centers. Although in-kind is at 73% for the end of October, we are presently at 84%. Staffing will be complete after the approval of the VPK teacher during this meeting. Kim mentioned the MOU agreement with the Early Learning Coalition of Okaloosa /Walton County and work starting with the Early Learning coalition of Northwest Florida for Holmes and Washington Counties. She also gave a brief account of what occurred during the Triennial Review. The financial status report is starting to show some overages now that we're one month away from our fiscal closing. Kim will be working with bookkeeping in checking the figures to balance the budget.

Under old business:

There was no old business.

Under new business:

Kay explained the one word revision for a computer policy and procedure. Kim gave some background information in regards to the VPK teacher to be hired that will complete the staffing.

The following items were reviewed and approved:

Basic Computer Maintenance Policy & Procedure

Motion: Kelly Laminack

Second: Woodrow Vaughn

Hiring of Michelle Jamison, VPK Teacher at Walton

Motion: Sheron McLaney

Second: Michele Davis

FYI/Discussion-

Policy Council Handbook-Kay briefly went over some of the sections in the handbook that may be of interest to the members and that they can use it as a resource of information to further understand the operations Policy Council.

Planning Meeting Date-Their first meeting is scheduled for November 18th at 2:30 P.M.

EAC Minutes-Dorothy went over the high points of the meeting to let the Policy Council members know what is happening in the educational section of Head Start.

January Meeting-Kim asked the Policy Council members about the first meeting in January being pushed to the second Monday of the month due to Head Start staff returning to work on the same day as the original meeting. Policy Council members said that they approve but the Board of Directors would then meet before Policy Council. Kim will check with the Board next week to hear what they have to say.

End of the Year (Fiscal)-Kim will be meeting with the bookkeeping department to go over the figures.

Take Home Items:

Announcement:

Adjournment -

The meeting was adjourned at 6:35 P.M. following a motion by Woodrow Vaughn, and seconded by Sheron McLaney. The Policy Council members will be notified when the Board of Directors decide when they will next meet.