

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

POLICY COUNCIL MEETING  
February 2, 2009

<u>Present:</u>	<u>Absent:</u>	<u>Guests:</u>	<u>Guests:</u>
Gena Carnley	Woodrow Vaughn	Kim Gillis	Linda Humphries
Crystal Yancey	Michelle Davis	Cynthia Brown	
Kelly Laminack	Jessica Dorsey	Kay Whitenight	
Sheron McLaney	Suzan Gage	Dorothy McClendon	
Crystal Cooper			

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

Roll call was taken by the Policy Council Secretary, Crystal Yancey. A quorum was established with five present members and four members absent.

The minutes for the meeting of January 5, 2009, were reviewed. Sheron McLaney made the motion for the approval of the minutes, and Crystal Yancey seconded the motion. The group voted their approval of the minutes as written.

ChIPLEY's parent meeting was last Thursday, January 29th. There will be a Valentine party on February 13<sup>th</sup>, and the parent committee has asked for \$50.00 for decorations. A request to approve the funds was made. Crystal Yancey made the motion and Crystal Cooper seconded the motion. The group voted their approval for the request of funds. The next Parent/child Activity will involve race car activities on February 20<sup>th</sup>.

ChAUTAUQUA's 3-yr. olds had a field trip to the Armament Museum near Eglin Air Force base on January 29<sup>th</sup>; the 4-yr. olds went on January 23<sup>rd</sup>. Parent meeting was held on January 23<sup>rd</sup> and a speaker from C.O.P.E., Mr. Perry, spoke about substance abuse. Chautauqua has a sponsor for T-Ball, but will need to find another in order to purchase T-shirts. The 4-yr. olds will visit their adopted grandmother on February 13<sup>th</sup> and have their parent meeting on the same day. They will be decorating the Civic Center for their Valentine party and have a need of \$50.00 for their decorations. A request to approve the funds was made. Kelly Laminack made the motion and Crystal Cooper seconded the motion. The group voted their approval for the request of funds.

Walton had their parent meeting on January 12th. Mr. Perry, from C.O.P.E., talked about substance abuse. January 15<sup>th</sup> there was a parent/child activity. A parent meeting is scheduled for February 9<sup>th</sup>. February 12<sup>th</sup> will be the Valentine dance at the Civic Center and have a need of \$50.00 for their decorations. A request to approve the funds was made. Crystal Yancey made the motion and Kelly Laminack seconded the motion. The group voted their approval for the request of funds. The Queen Teen from DeFuniak Springs will be coming to read to the children on February 13<sup>th</sup>. A family night for race cars will be scheduled at a later time.

Westville children had a horse and buggy ride in the park across the street from the center. There will be a parent/child activity on February 5<sup>th</sup> and 6<sup>th</sup>; a parent meeting on February 9<sup>th</sup>; the Valentine Dance on February 12<sup>th</sup> starting at 5:00 p.m. and ending at 7:00 p.m. A father involvement activity with race cars will be on February 24<sup>th</sup>.

Kim reviewed the Director's Report stating that all centers have full enrollment. All centers are maintaining their waiting lists and how many are eligible. Chautauqua, Chipley, and Westville each had 1 vacancy but were filled in 2 days or less. Head Start's attendance for each center was above 85%. Disabilities show a total of 18 children diagnosed with an IEP and receiving services, with 6 children waiting for their eligibility meeting on February 6<sup>th</sup>, and one child waiting for eligibility meeting. USDA meals totaled 7,483 and our expenses are -\$6,383.94. Teresa will be "tweaking" the budget to bring costs down. In-kind is picking up to 11%. Staffing has not changed. It is time for our annual Self-Assessment. The training will take place the week of February 16-20, 2009 with the self-assessment starting the week of February 23-27, 2009. Kim pointed out a few line items on the financial status report that may need to be adjusted in the near future. At this time, she asked Linda Humphries, Tri-County's Chief Financial Officer, to explain to the group more about the financial status report, Form 269, and the audit that we have just had in November 2008 for all of Tri-County. Dorothy discussed the mid-year outcomes report as to the gains in the eight domains, which includes: Language & Literacy, Early Math, Social & Emotional, Approaches to Learning, Nature & Sciences, Creative Art, Physical Health, and Fine & Gross Motor skills. She expressed the need for the teachers to provide more activities and experiences in Early Math, Nature and Science, Physical Health, and Social and Emotional skills. The Education Coordinator and educational staff will provide individual training and activities for each site according to their outcome. The Education Coordinator will monitor each site's outcome for the next two months for progress.

Under old business:

There was no old business.

Under new business:

Kim explained the chart in the revised Teacher Qualifications policy and procedure; the Taking Classes policy and procedure; and the 424 Supplemental Request for \$1,460.00 (I Am Moving, I Am Learning) training which is half the cost of what our Head Start would have to pay without the supplement.

The following items were reviewed and approved:

Teacher Qualifications Policy & Procedure

Motion: Sheron McLaney

Second: Kelly Laminack

Taking Classes Policy & Procedure

Motion: Sheron McLaney

Second: Kelly Laminack

424 Supplemental Request \$1,460.00 (I Am Moving, I Am Learning)

Sheron McLaney

Second: Kelly Laminack

FYI/Discussion-

Head Start Monitoring Report-The report gives the details of two findings and we must respond in 120 days. The two findings dealt with: the financial management system had no procedures for addressing the requirements for allowing said costs; and transitions between routines were not of a timely manner.

Self-Assessment- Training would be two days, one for the morning and one for the afternoon. Kim asked some of the Policy Council members if they would help. Crystal Yancey, Crystal Cooper and Sheron McLaney volunteered.

Facilities-Repairs have been made for water draining away from the building at the Chipley center. New location is preferred for the Chipley and Walton centers in our long term goals.

Goals & Objectives-The Planning Committee will meet to finalize Head Start's long term goals and short term objectives.

I Am Moving, I Am Learning-Five staff members went to training to become pro-active against child obesity. The five members will train other staff and will develop a pilot program that will be used in the Chipley and Chautauqua centers.

Take Home Items: None

Announcement: None

Adjournment -

The meeting was adjourned at 7:18 P.M. following a motion by Kelly Laminack, and seconded by Sheron McLaney. The next Policy Council meeting is scheduled for March 2, 2009.