

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

POLICY COUNCIL MEETING
May 4, 2009

Present:

Gena Carnley
Crystal Cooper
Kelly Laminack
Michelle Davis
Crystal Yancey
Woodrow Vaughn

Absent:

Suzan Gage
Jessica Carroll
Sheron McLaney

Guests:

Kim Gillis
Cynthia Brown
Kay Whitenight

Guests:

Judy Alday
Carolyn Clear
Kathy Shull
Dorothy McClendon

The meeting was called to order at 6:02 P.M. by the Policy Council chairperson, Gena Carnley.

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

The minutes for the meeting of April 6, 2009, were reviewed. Michelle Davis made the motion for the approval of the minutes, and Crystal Cooper seconded the motion. The group voted their approval of the minutes as written.

Chipley had two fieldtrips to the Junior Museum on April 28th and April 30th, one day for each class. On May 12th an alternate fire drill route was used. May 14th, the children will be visiting Kate Smith Elementary School for those who will be attending. May 15th is the Parent/Child Activity Day. There will be another fieldtrip to Gulf World on May 19th. May 22nd will be Water Day at Shiver's Park with a possible visit from the Chipley Fire Department. May 29th is the last day of school with the end-of-the-year celebration being held at the Grace Assembly of God fellowship hall. A request to approve the funds was made. Woodrow Vaughn made the motion and Michelle Davis seconded the motion. The group voted their approval for the request of funds.

Westville had a field trip to Zoo World on April 16th. April 20th, the Education Advisory Committee had a meeting from 3:30 p.m. until 6:00 p.m. The Volunteer Banquet was held on April 21st and started at 6:00 p.m. April 25th was the T-ball tournament. On April 28th, there was a Health Advisory Committee at 3:30 p.m. On May 11th, children who will be going to Vernon Elementary will have a fieldtrip to visit the school, and the previously approved \$5.00/child fund will be used for a Transition dinner at 5:00 p.m. Those children going to Ponce de Leon Elementary will be visiting their school on May 13th. Those children going to Bonifay Elementary will be visiting their school on May 12th. The Planning Committee is scheduled for May 19th. May 28th will be the end-of-the year celebration at Prosperity Park. A request to approve the funds was made. Woodrow Vaughn made the motion and Kelly Laminack seconded the motion. The group voted their approval for the request of funds. May 29th, is the last day of school.

Walton's 3-yr. old class went to Sasquatch Zoo on April 8th. On April 10th, the children had an egg hunt. Ace Hardware donated some plants for the children to put in their garden on April 22nd. There was a T-ball tournament on April 25th. On April 29th, the DeFuniak Springs Police Department spoke with the children about Safety. May 6th, those children going to West DeFuniak Springs will be visiting their school. May 7th will be the Transition Luncheon held at the Chautauqua center at 12:00 noon. The Mayor will visit the center to read to the children on May 8th. Those children who will be attending Maude Saunders Elementary will visit their school on May 19th. On May 29th, they will have an end-of-the-year activities with certificates presented, games, and activities.

Chautauqua children going to West DeFuniak Springs Elementary next year will be visiting their school on May 6th. On May 7th, there will be a Breakfast with Mom, and a Transition dinner at Chautauqua at 12:00 noon. Judge Green will be reading to the children on May 12th. The Mayor will be reading to the children on May 13th. On May 15th, those children going to Maude Saunders Elementary will visit their school. There will be an end-of-the-year awards celebration with the fire department visiting on May 28th. A request to approve the funds for the event was made. Michele Davis made the motion and Woodrow Vaughn seconded the motion. The group voted their approval for the request of funds.

Kim reviewed the Director's Report stating that all enrollments are filled. All centers are maintaining their waiting lists, those who are eligible, and those who are over income. Attendance is over 85% for Head Start. Chautauqua had 1 vacancy for two days, and Westville with two vacancies that were filled when the center came back from Spring Break. Disabilities show 24 children who are receiving services; and one child is waiting for their eligibility meeting. USDA meals totaled 10,147 and the expenses were over by \$3,216.92. In-kind is at 48% which is higher than it was at this time last year. Staff had one member resigned and will not be replaced. Centers will be closed as of June 2, 2009 and will reopen on July 20, 2009. Kim touched upon several line items on the financial status report that will probably be changed in June. The line items that may change is local travel, van fuel management, health/disabilities supplies, food service supplies, utilities/telephone, child transportation, and other. Dorothy reviewed some items that were discussed at the Education Advisory Committee such as mid-year outcomes, all areas improved; the selection of Creative Curriculum; and a child care meeting for peer training. Ruth was not present to report on the Health Advisory committee, so it was table for the next Policy Council meeting.

Under old business:

There was no old business.

Under new business:

Step #4 on the Fire Drills policy and procedure was changed. Kay gave some comments about changes made to the Vendor List. The school calendars for 2009-2010 were distributed with no changes from the center coordinators. Dorothy gave the group more information about the Creative Curriculum that was selected. A draft of the COLA (permanent & ARRA) and QI Funds was to let the Policy Council members know what the grant entailed and how it was split. Our Head Start has 30 days from April 16, 2009 to respond in order to receive a grant total of \$153,885. The total of the COLA grant of \$77,166 (or 4.9%) was split into two parts; a permanent increase of 3.06% or \$48,189 and a 1.84% non-permanent increase of \$28,976. The QI funds totaling \$76,719 were also split 50-50 for quality improvement and staff benefits for education and additional training. Teaching staff and family service workers could be brought back one week earlier for the additional training. The pay scale with changes made from the future permanent COLA was distributed to the group for their approval.

The following items were reviewed and approved:

Fire Drills Policy & Procedure Motion: <u>Michele Davis</u>	Second: <u>Kelly Laminack</u>
2009-2010 Vendor List Motion: <u>Michele Davis</u>	Second: <u>Woodrow Vaughn</u>
2009-2010 School Calendars Motion: <u>Michele Davis</u>	Second: <u>Kelly Laminack</u>
Curriculum – Creative Curriculum Motion: <u>Michele Davis</u>	Second: <u>Crystal Cooper</u>
COLA (permanent & ARRA) & QI Funds Motion: <u>Woodrow Vaughn</u>	Second: <u>Crystal Yancey</u>
Pay Scale (w/permanent COLA) Motion: <u>Michele Davis</u>	Second: <u>Crystal Yancey</u>

FYI/Discussion-

Budget –Kim asked the group to take home and study the budget comparison report of the last three years. If anyone has any comments, they can be given at the next Policy Council meeting.

Early Head Start Expansion Grant-Kim would like for our program to participate, but need to decide which county would best be served. We would have a one-year start up period starting the day we receive the grant. More details will be discussed at a later time.

Head Start Expansion Grant-Another 3-yr. old classroom of 17 children could be placed in another classroom at the Westville center.

Risk Management Phone Call-May 13th a Risk Management call is scheduled for 9:30 a.m. in Joel Paul's office at the Bonifay's administrative office. This call is made six months before the grant expires. We will be talking to a financial and program specialist. Policy Council members are invited to attend. At this time our fiscal staff, Kim, and Dorothy will be attending.

Planning Committee Meeting-This meeting is scheduled for May 19th at 2:30 p.m. A time change for future meetings may be scheduled for 3:30 p.m. will be discussed.

Take Home Items:

Budget Comparison

Announcement:

Emilio will be here on May 18th with an education specialist to check on our finding by visiting the Walton and Chautauqua centers.

Adjournment -

The meeting was adjourned at 7:05 P.M. following a motion by Woodrow Vaughn, and seconded by Michele Davis. The next Policy Council meeting is scheduled for June 1, 2009.

