

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

May 1, 2023

Present:		Absent:	Guests:
Darla Sutton	Miracle Disselhoff	Donna Carnley	Kim Gillis
Bryanna Jackson	Kandie Williamson	Nicole Sasser	Nicole Thomas
Angela Graham	Tabatha Roberts	Christi Heitger	
Samantha McClaren			

Samantha McClaren called the meeting to order at 12:02pm. Nicole Thomas called roll with six members present. A quorum was established. Tabatha Roberts made the motion to approve the minutes from the April 3, 2023, meeting. Angela Graham seconded with all in favor.

CENTER COMMITTEE REPORTS

Samantha McClaren gave the report for the Westville Center:

The most recent parent meeting was April 27, 2023. On April 7th the center held an Easter Egg hunt for the children. The Children and their families had a great time and even got a surprise visit from the Easter Bunny. All the children had their picture taken with the Easter Bunny and all received a basket and goodie bag from Evergreen Baptist Church. The parent committee will host a prom on May 19th from 6-8pm for the families. The center will hold an End of the Year program on May 25th for the returning children in the conference room and Graduation for the children leaving Head Start will be May 25th at 6pm.

Nicole Thomas gave the report for the Chipley Center:

The most recent parent meeting was on April 27, 2023. There will not be a parent meeting in May. The end of the year celebration will be on Friday, May 19 at Shivers Park in Chipley under the big pavilion. As we come to the end of another school year, we will come ready to celebrate, take pictures and have a great time. We are looking forward to the monthly story time with Mrs. Patsy in May. Our study is on Going to Kindergarten. We are thankful for the great participation at our Easter Egg Hunt on April 6th as well as all the big events and activity days this school term.

Nicole Thomas Gave the report for the EHS Center:

There was no parent meeting again this month due to staff shortages. A Muffins with Mom activity is planned for May 10, 2023, at 1:15pm.

Nicole Thomas gave the report for the Walton Center:

The most recent parent meeting was on April 20, 2023. The parents of students joining Walton Center from CEEC were introduced. We discussed the Easter Egg Hunt and the

importance of in kind. The next events were planned to include a Spring Fling on April 21, the Tour of schools on April 13,14 and 24, a Prom on May 5 and Graduation on May 26. Also discussed asking parents to help with donations for Graduation. Each event so far has been a success. Parent involvement was plenty and a lot of in-kind turned in for the events this year. The Walton Health Department will visit on May 3 to do activities with students. The theme for the Prom is Starry Nights and the color scheme is black and gold. We talked about involving the three-year-old returning students to do a song or skit as a transition to the next level of school; Also, we discussed a field trip water day in May. Parents of children going to elementary school were advised to continue basic learning skills and practice vocabulary words, social and emotional, behaviors etc. to help with kindergarten transition. The next parent meeting to be announced.

Bryana Jackson expressed concern that parents are not properly notified of dates and times of parent meetings so that they can attend. She stated the last meeting was not made known until the morning of the meeting and she was not able to attend on short notice.

Darla Sutton joined the meeting, bringing the total present to seven.

DIRECTORS REPORT

Kim Gillis went over the numbers reported in the Directors Report for the month of April. Many illnesses have caused the attendance rate to drop, and we are hoping to see improvement soon. There are several children in the referral process to receive additional services. There have been mental health visits to the Walton center. There were no socials for the month as parents are not able to attend due to their location. Also, the Home Visitor is doubling as a classroom teacher at this time. The stay and plays will have to be offered monthly and the center tries to include home-based families in their events when possible. We are in a good place for our in-kind totals and even though USDA is in the red, it is common for this to happen and 25% of funds can be used to cover these costs. New Head Start students will no longer be enrolled for this program year, but we are accepting applications for the 2023-2024 school year.

FINANCIAL REPORTS

Kim went over the status reports and pointed out that the admin office equipment and insurance line items were overspent as not enough was budgeted for those areas at the beginning of the year. Funding from other line items will have to be moved to cover these areas. Kim also explained the spending on the First Federal credit cards, Lowes account, Walmart cards and WEX cards. The SF 425 forms for the ARP and CRRSA accounts were shared showing the amount spent and remaining from the funds received during Covid. Form 941 was also shared to show wages and taxes withheld for staff.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Training Topic

Kim explained what the Home-Based program involves and how often the home visitor conducts visits and socials. If staff cancel the visit, they must be made up. If the family cancels it is not mandatory that the visit be made up, but attempts will be made to make up the visit.

Centers Update

The Walton and CEEC Center merge is completed and going well. A lot of moving has gone on and staff have worked together to get it all done. There are small things that must be worked out as part of the transition and figuring out the best way to do certain things with there being more staff and children on site, but overall, the merge has been successful.

5.6% COLA & Quality Improvement

The COLA and quality improvement funds have been requested and are pending approval.

Walton Representative

Mr. Charlie Stevenson has resigned as the Walton County Representative for the Policy Council. Mrs. Kim asked the group to think about who they know lives in Walton County and would be interested in serving on the council.

Self-Assessment Improvement Plan

Data was pulled from the last four years to assess the areas needed for improvement and the progress made so far. The areas listed on the plan shared with the group show the areas that still need improvements. Kim explained how the COLA and Quality Improvement funds requested are being used to increase staff wages in hopes to rectify the staff turnover issues.

Mid-Year outcomes

The report was shared with the group and gives a brief description of how the assessment results are looking now. The Fall, Winter and Spring checkpoints are used to track development and identify needs for additional support.

Staff needed:

Kim explained there are multiple staff positions vacant and we will be looking to hire Head Start positions during the summer and currently need two Early Head Start Teachers as soon as possible.

APPROVALS

Policy Updates and Deletions

Motion: Angela Graham Second: Bryana Jackson Motion carried.

Self-Assessment Improvement Plan

Motion: Tabatha Roberts Second: Angela Graham Motion carried.

ANNOUNCEMENTS

The next policy council meeting will be held on June 5, 2023. No meeting will be held in July.


ADJOURNMENT

Samantha McClaren adjourned the meeting at 12:52pm.

As recorded by Nicole Thomas

Addendum to minutes:

On 5/10/23 a virtual poll was conducted to request \$375 for the Walton Center's parent fund to use toward graduation activities. Six members (a quorum) responded with approval of these funds.


Samantha McClaren (Jun 6, 2023 01:53 CDT)

SECRETARY

Jun 6, 2023

DATE