

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

October 2, 2023

Present:	Absent:	Guests:
Rebecca Cotton	Shrona Sanders	Kim Gillis
Angela Graham	Quannesha Johnson-Mayo	Nicole Thomas
Miracle Disselhoff	Emma Washington	
Samantha McClaren	Miriah Osterhoff	
Nicole Sasser		

Nicole Thomas called the meeting to order at 12:03pm. Nicole Thomas called roll, with 5 members present and 4 absent. A quorum was established. Samantha McClaren made the motion to seat Stephanie Combee as the new Westville parent representative. Miracle Disselhoff seconded, and all were in favor. Angela Graham made the motion to seat Stephanie Combee as the chairperson for this school year. Samantha McClaren seconded with all in favor. Samantha McClaren made the motion to seat Rebecca Cotton as the Secretary. Angela Graham seconded, with all in favor. Samantha McClaren made the motion to approve the minutes from the September 11, 2023, meeting. Miracle Disselhoff seconded, with all in favor.

CENTER COMMITTEE REPORTS

Nicole Thomas gave the report for the Chipley center as follows:

The most recent parent meeting was on 9/7/23. The next parent meeting will be October 5. We will have dress up days in October to celebrate Vernon and Chipley Homecoming. We are looking forward to a visit from the Chipley Fire Department to reinforce Fire Safety and Prevention Month. Our class Study is Pets, and we welcomed a new pet Quaker Parrot into the classroom named Mr. Grinch. We're closed on October 16 for Fall Day. We will have Parent/Guardian and Child day on October 27.

Stephanie Combee gave the report for the Westville center as follows:

The most recent parent meeting was 9/28/23. The officers were elected along with the policy council members and advisory committee members. The parents discussed the big events, but nothing was decided on. The next meeting will be on 10/24/23.

Angela Graham gave the report for the Walton center as follows:

The most recent parent meeting was on 9/26/23. The center had picture day on 9/6/23. All the classrooms celebrated Grandparents Day on 9/8/23 with an art activity with grandparents. On the 14th, Ms. Pamela Powell and Kendra Wood from the Walton Health Department came and read to the children.. They also donated a book to each classroom. A parent meeting was conducted on 9/26/23. Caring and Sharing donated pumpkins for each child to decorate and enter into the fair. On the 29th, classroom 1 celebrated Hispanic Heritage month with a Parent/child activity.

Students from the Walton Academy comes to visit each Tuesday and read to the children. Speech is conducted every Friday. At the last parent meeting, the parents discussed electing another policy council representative. No one volunteered, but Rochelle Howard, who is the Parent President said she will step in if no one else is interested in serving. Parents also discussed Octobers upcoming events.

Nicole asked that the parent committee elect Ms. Howard to serve as policy council member at the next parent meeting, so that policy council can then seat her at the November meeting.

No report was given for the Early Head Start center.

DIRECTORS REPORT

Kim reported the numbers for the enrollment and attendance. She stated it has been a struggle getting children enrolled due to the limited number of eligible children. There were three Head Start vacancies, one of which has been filled and six Early Head Start vacancies, four of which have been filled. There is one home-based vacancy due to one of the pregnant moms delivering her baby and transferring the center based. Early Head Start had the lowest attendance, as they have had a lot of illnesses going around. There were two mental health visits. All home visits and stay and plays were conducted for the month of September. Kim went over the in-kind percentages, reporting that we have almost met 100% of what is required. USDA is in the hole as of August. We have six open job positions.

FINANCIAL REPORTS

Kim went over the status reports for the budget and in-kind. All credit accounts were shared, and Kim discussed the charges made. She noted that the card assigned to Mandi Thomas had to be cancelled due to it being compromised, so that card does not show as many charges.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training Topic

Kim explained that a few minutes of each meeting is devoted to a different training topic each month. This month's topic is the Directors Report/Eligibility. Kim explained how the Directors Report is set up and why these things are reported to the policy council each month. She also explained the eligibility determination process to help the council understand how a family qualifies for the program and the steps taken to ensure the neediest families are served first.

Head Start Awareness

October is Head Start Awareness Month. We will be sharing things to bring attention to Head Start and our program.

Under Enrollment

Kim addressed the under-enrollment plan and how it looks like it will be necessary to reduce another twenty Head Start slots. The number of converted Early Head Start slots will remain the same. Kim went over the number of slots each center would have after the reduction/conversion. Head Start, in all, would reduce from 203 to 125 slots and Early Head Start would increase from 36 to 48 slots. The additional EHS classrooms would be added to Westville and Walton. Stephanie Combee stated she is interested in looking at the data in association with the reduction/conversion.

Staff needed

We still need some staff, as we are still lacking the teaching staff to open the last classrooms at Westville and Walton. We also desperately need a cook for the Chipley center. Because of being so short staffed, we are looking at starting the Parent in Training program back up. Kim stated more information would be sent out about this in the upcoming weeks. Stephanie asked what the position would look like. Kim informed that any parents interested would be able to apply and then sent for background screening, just like other staff members, but once hired they would only work as substitutes and fill in when they are needed. They would also have to complete the DCF training hours. If the parent decides they enjoy working with children, they will be able to apply and move into more permanent full-time positions as they become available once training qualifications are met.

Community Representatives

We have someone who will be able to serve as our Holmes County Representative starting next month, but we still need someone who will serve as the Walton County Representative. The only requirement is that they be a resident of Walton county. Kim asked if anyone knows someone who could fill this roll, to give us their name so we can reach out the them.

APPROVALS

Parent Committee Involvement in Recruiting and Screening Employees Policy

Motion: Angela Graham Second: Samantha McClaren Motion carried.

EHS Westville Calendar

Motion: Angela Graham Second: Samantha McClaren Motion carried.

Criteria Sheets

Motion: Angela Graham Second: Samantha McClaren Motion carried.

Budget change request

Motion: Samantha McClaren Second: Angela Graham Motion carried

Hires:

Mea Shirah Transferred from Chipley cook to Teacher Assistant, Deana Byrd for Westville Teacher Assistant.

Motion: Angela Graham Second: Samantha McClaren Motion carried.

Angela Graham made the motion to seat Mikayla Appelt as the new Westville parent representative. Stephanie Combee seconded. Motion carried.

ANNOUNCEMENTS

The next policy council meeting will be held on November 6, 2023.

ADJOURNMENT

Meeting adjourned at 12:59pm.

As recorded by Nicole Thomas

Rebecca Cotton
Rebecca Cotton (Nov 6, 2023 15:10 CST)

SECRETARY

Nov 6, 2023

DATE





October 2023 Policy Council Mintues--final

Final Audit Report

2023-11-06

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