

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

January 8, 2024

Present:		Absent:	Guests:
Shronda Sanders	Mikayla Appelt	Samantha McClaren	Kim Gillis
Angela Graham	Quannesha Johnson-	Rebecca Cotton	Nicole Thomas
Stephanie Combee	Mayo	Emma Washington	Anita Halling
			Xiaomin Riddle

Stephanie Combee called the meeting to order at 12:02pm. Nicole Thomas called the roll, with five members present. A quorum was established. Angela Graham made the motion to approve the minutes from the November 2023 meeting. Quannesha Johnson-Mayo seconded the motion, with all in favor.

CENTER COMMITTEE REPORTS

Nicole Thomas gave the report for the Early Head Start Center:
The most recent parent meeting was on 10-18-23. No parent meetings were held in November or December due to the vacant center director position. A new center director has been placed and will try to organize a meeting for January. Last month Santa and the Gingerbread visited the classrooms and each child received two gifts, a book, and a stuffed animal from Toys for Tots.

Stephanie Combee gave the report for the Westville Center:
The most recent parent meeting was on 11-28-23. The Kawanis Club along with Santa, visited and gave gifts on 12-14-23. The Pittman Fire Department also visited with Santa and friends last month and every student went home with gifts from Toys for Tots. We had Christmas movie night on 12-18-23 from 5pm to 7pm. The next meeting will be held on 1-30-24. Stephanie Combee suggested at the parent meeting for Sherriff John Tate to come as a guest speaker to the February meeting to discuss speeding concerns in front of the school.

Quannesha Johnson gave the report for the Chipley Center:
The most recent parent meeting was held on 1-4-24. The center will celebrate National School Choice Week on January 22-26. We will participate in color dress-up days for each day that week. In December, the children participated in a secret Santa gift exchange. Gifts were donated by the Chipley Kiwanis Club and Toys for Tots. Our first big event, the Christmas Activity and a surprise visit from Santa was a success. A parent meeting is scheduled for February 1. There will be a parent/child activity on February 2. The 2nd big event will be a Valentine Dance on February 9. The parent committee is requesting 125 dollars for the 3rd event which will be on March 28 for a field day/easter Egg Hunt at Shivers Park. Stephanie Combee made the motion to approve the fund request, Angela Graham seconded, with all in favor.

Angela Graham gave the report for the Walton Center:

The most recent parent meeting was on December 15, 2023. On 12-6-23 the Walton County Health Department came to visit and read to the children. On 12-15-23, a parent meeting was held with 15 parents in attendance. Once the parent meeting was completed the children and parents joined together in a parent/child activity while waiting for Santa to arrive to distribute gifts to each child. At the end of the day the children watched The Grinch and had a snack of hot chocolate and rice crispy treats. At the last parent meeting, parents discussed decorating a float for February for black history month and participate in the parade. They also discussed options for a Valentine Day event.

DIRECTORS REPORT

Two months of information was shared due to not having a meeting in December. Attendance has been exceptionally low for EHS. In December, it improved slightly. Attendance meetings are being held with families to ensure attendance rates improve. The in-kind requirement was met for the 22-23 program year.

FINANCIAL REPORTS

Reports were provided for both the end of the grant year and the new grant year beginning on December 1. The budget reports for December show that we have overspent, but that is inaccurate due to the budget year to date not being set yet for the new year. The Visa card for November shows multiple payments made so that everything could be paid out with the proper year's grant funding. The Walmart and Wex statements were also shared. No in-kind has been input for the new school year just yet.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training

Kim explained the areas looked at for school readiness goals. The school readiness plan is developed using Head Start requirements. Progress is discussed with parents and expectations discussed with parents as well as teachers at receiving schools when it is time for children to age out into Kindergarten. The SR Plan can be viewed on our website.

NPRM

The Performance Standards are under review for proposal to changes to be made to our standards. The Fact Sheet Overview was shared, and Kim explained that there is an open comment period to get feedback on the proposed changes. At the end of the comment period, the comments will be reviewed by OHS and compiled to determine what standards should be put in place. Kim went over the different proposals and changes listed in the overview.

Governance, Leadership and Oversight Capacity Screener

Kim explained that with a new project period starting there are several items that must be submitted including a screener with the policy council and board members. Kim and Stephanie plan to get together later in the week to complete this screening.

Health and Safety Certification

Another part of the new project period requires us to complete health and safety inspections for our sites, so staff will be completing these inspections this week.

Update- Grant/Budget

When the budget was submitted, it had to be submitted without the conversion/reduction request, due to needing to get a grant approved in a timely manner since there was a pending government shutdown. Now that we have our grant approved and awarded, we need to submit our conversion/reduction request.

Update-Under enrollment Plan

After the conversion request is approved, we will have 125 Head Start Slots. So far this year we have been able to maintain 133 slots, so after conversion we should not have any problems staying fully enrolled. We are trying to get our website and social media revamped in order to advertise ourselves a little better but so far have not been able to find anyone to help with this. Kim asked if anyone on the council knows someone who knows about this area to let us know.

Annual Calendar

The annual calendar was updated and will need to be approved by the council. It shows the breakdown of what information will be discussed at each monthly meeting.

Shared Governance Training

Kim has requested training back in December for our training to take place in February. So far we have not been assigned a trainer, but our program specialist is working on getting one for us. Once a trainer is selected we will be able to set up a day and time to conduct the training that works for the policy council and board members. For now, our February meeting will take place as scheduled on the first Monday of the month. Members will be notified if this needs to change to accommodate the training.

PI- NPRM

A copy of the program instruction was provided in mail outs and discussed previously in the meeting.

APPROVALS

Annual Calendar

Motion: Shronda Sanders Seconded: Mikayla Appelt Motion carried.

Resubmit Conversion/Reduction Request

Motion: Shronda Sanders Seconded: Stephanie Combee Motion carried.

New Hires/Transfers

Kim discussed the new hires and recent transfers with the group

Motion: Shronda Sanders Seconded: Quannesha Johnson-Mayo Motion carried.

ANNOUNCEMENTS

The next policy council meeting will be held on February 5, 2024.

ADJOURNMENT

Stephanie Combee adjourned the meeting at 12:57pm.

As recorded by Nicole Thomas, Directors Assistant

rebecca cotton

rebecca cotton (Feb 12, 2024 11:33 CST)

SECRETARY

02/12/24

DATE






January 2024 Policy Council Minutes-final

Final Audit Report

2024-02-12

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