

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

November 6, 2023

Present:	Absent:	Guests:
Rebecca Cotton	Stephanie Combee	Kim Gillis
Shronda Sanders	Mikayla Appelt	Nicole Thomas
Angela Graham	Quannesha Johnson-	Anita Halling
Miracle Disselhoff	Mayo	Cynthia Brown
Emma Washington		

Nicole Thomas called the meeting to order at 12:05pm. Angela Graham made a motion to seat Rochelle Howard as the new parent representative for the Walton center, to be seated in place of Miracle Disselhoff. Stephanie Combee seconded the motion with all in favor. Stephanie Combee made a motion to approve Mikayla Appelt as the Vice-Chairperson. Shronda Sanders seconded, with all in favor. Motions carried. Angela Graham made a motion to approve the minutes from the October 2, 2023, meeting. Quannesha Johnson-May seconded, with all in favor.

CENTER COMMITTEE REPORTS

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

The most recent parent meeting was 10/24/23. The parents decided on all three activities for the school year to include a Christmas celebration on 12/18/23, Valentines Celebration on 2/16/24 and a Graduation on 5/24/24. The Argyle Fire Department visited on 10/10/23 and taught about fire safety and let children see the truck. On 10/11/23 the HCHD came to do art activities. On 10/20/23 Smokey the Bear and Pittman Fire Department visited and talked about fire safety. We have a jacket drive in progress. The next parent meeting is 11/28/23. Parents have reached out to the County Commissioners for new signage along our road to help slow traffic down. Parents have also reached out the HCSO to hopefully get more patrol for the front of the school.

Parents are interested in a seizure training and CPR training. Funds in the amount of \$250 for the Christmas celebration and \$250 for the Valentine Celebration were requested. Shronda Sanders made the motion to approve the request, Quannesha Johnson-Mayo seconded, with all in favor. Motion carried.

Quannesha Johnson-May gave the report for the Chipley center as follows:

The most recent parent meeting was on 11/2/23. There will be no parent meeting in December. The next parent meeting will be January 4. Our parent/guardian and child activity day will be November 17. Our first big event will be a Christmas Activity on December 8, which will include a visit from Santa. A field trip to Shivers Park will be on 11/29/23 to reinforce our Music Study. We also recognized and celebrated Veterans Day with a display for

each child and family. A request for \$125 was made for the second big event, the Valentine Dance on February 9 at the Kate M. Smith Elementary School. Stephanie Combee made a motion to approve the fund request, with Mikayla Appelt second. All in favor and motion carried.

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

For the month of October the center participated in Spirit Week October 9-13. In-kind was signed by parents and turned in for decorating pumpkins for the fair. The center staff decorated and put together a float for Waltons Homecoming Parade on 10-13-23 and it was a successful event. Dental exams were done for twenty students by the WCHD on 10-24-23. Sign up for Angel Tree Christmas gifts was in effect up until 10-13-23. The committee elected another policy council member. On Friday we attended the annual Fall Festival at the Walton Academy. Children participated in dressing up as their favorite superhero or princess for Halloween. The next early release will be on 11-9-23 and no school on 11-10-23 in observance of Veterans Day. Thanksgiving is soon approaching so we would like to have a dinner for the students and parents. A fund request of \$375 was made for this event. Rochelle Howard made a motion to approve the fund request. Shronda Sanders seconded, with all in favor.

No report was given for the Early Head Start center.

DIRECTORS REPORT

We have 203 Head Start slots, with only 135 slots filled. We are still struggling with keeping a waiting list and looking at reduction/conversion. Kim went over the number of eligible and over-income currently on the waitlist as well as the number of vacancies that occurred over the month. We only have thirty days to fill a vacant slot.

In-kind requirement has been met for the 2022-2023 program year. Kim went over the number of USDA meals services and discussed how outstanding balances are handled. There are multiple positions open at our sites and we are in the hiring process.

FINANCIAL REPORTS

Kim explained that the actual current column of the budget shows the spending for the current month, the actual year to date is what has been spent in total since 12/01/22, the budget year to date shows what we expected to spend in each area and the variance columns show the amount remaining in each fund. The parenthesis in the last column indicate areas that have been overspent. In these cases, money left over from other funds gets moved to cover these costs.

Ruths card is for purchasing groceries only. Nicoles card is used for training purchases, meals for meetings, subscription renewals, etc. No purchases were made with Kim's card. Walmart cards are used by each site to buy frequently used products such as diapers, wipes, and cleaning supplies. The Wex card shows the fuel purchased for company vehicles.

The 941 Quarterly Federal Tax documents represents July through September and reports the amount of federal taxes paid.

OLD BUSINESS

NEW BUSINESS

Kim discussed the need to decide on which policy council members will be involved with the interview process for new potential candidates. It was agreed that Shronda Sanders would be the representative of Walton, Stephanie Combee will represent Westville, Quannesha Johnson-Mayo will represent Chipley, and Emma Washington will represent Early Head Start. Anytime an interview is conducted for a candidate, the policy council representative will be notified so that they may participate in the interview process for the applicants being considered for their center only.

FYI/DISCUSSION

Monthly Training- Disability Requirements

Kim discussed the process for determining if a child needs a referral and further evaluation. At least 10% of our enrolled students should be made up of students with a disability.

Under Enrollment Plan

We have applied to reduce Head Start slots by 78 children and add 4 children to EHS so that an additional EHS classroom can be added. Walton County has 72 children enrolled and only 40 at Westville, so we are looking to reduce the most slots at Westville. Any additional money not used to convert the four EHS slots we are asking to keep to put toward staff wages to remain competitive with local school systems. The 66 thousand left from doing the reduction would go toward startup costs for the new EHS classroom and the next four years, we can use it to update/upgrade security systems and playgrounds. We are looking at a possible government shut down, which could affect us since we start on December 1 which is our new fiscal year. It may be closer to March before they are able to get final approval, but they are trying to get at least a contingency approval.

Staff and Enrollment Struggles

We are still looking to hire new staff and have multiple positions open at three of our sites.

End of Fiscal Year

The end of our fiscal year is November 30, 2023.

APPROVALS

Policy Council By-Laws and Handbook Updates

Motion: Stephanie Combee Second: Mikayla Appelt Motion carried.

New Hires/Transfers

Miriah Osterhoff for Walton PT Center Assistant. (Was hired but has since resigned.)

Jakevia Works for Floater. (Was hired but has since resigned.)

Haley Lamb for Floater. (Was hired but has since resigned.)

Ashely Seigle for Chipley Cook.

April Kirk for Walton Cook Assistant

Xiaomin Riddle transfer from Teacher to Center Director

Motion: Rochelle Howard Second: Angela Graham Motion carried with one opposed to transferring Mrs. Riddle due to staff and parents not feeling like she will make a good supervisor due to being disorganized. Kim explained the selection was made because Mrs. Riddle has the experience, education, and credentials for the position. No other parent concerns were brought forth. The final decision will be pending approval by the Board of Directors.

ANNOUNCEMENTS

The next policy council meeting will be held on the first Monday of January. There will be orientation for the new policy council members on November 13 at 10am.

ADJOURNMENT

The meeting adjourned at 1:16pm.

As recorded by Nicole Thomas

Rebecca Cotton
Rebecca Cotton (Feb 12, 2024 11:09 CST)

SECRETARY

02/12/2024

DATE






November 2023 Policy Council Minutes--final

Final Audit Report

2024-02-12

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