

Capital Area Community Action Agency, Inc.
Head Start Child Development Program
Policy Council Meeting
October 9th, 2014

Minutes

The meeting was called to order at 6:15 p.m. by Chanise Brown, Policy Council President. Roll call was done by name. The following members were present: Kierra Mitchell, Kareenia Forest, Faline Moses, Jeanette Sailor, Rachael Carroll, Chanise Brown, Shawn Williams, Na'Sheida Francois, Joy Fender, and Charlean Lanier.

The following Capital Area Community Action Agency staff was present: Laurie Gan Leiner, Darrel James, Angela Mills, and Haley McCrary.

Other guests who attended the meeting included the following: Requesha Ramsay, Tina Roberts, Luciana Brown, Catherine Washington, Latonya Walker, Chris Francois, Charity Pascal, and Marion Pascal.

Roll call for Policy Council members was called and a quorum was established.

New members and guests were welcomed by Community Action Staff and current Policy Council members; every meeting participant introduced themselves and their role in Head Start.

Orientation

- Laurie and Haley explained Head Start's federal match and the importance of capturing in-kind volunteer time/materials/space, which includes member and guest participation in Policy Council meetings every month
- Laurie explained the mileage/childcare form that is available for Policy Council members, in order to be reimbursed for mileage and childcare, if they choose to fill out this form
- Laurie did a PowerPoint presentation for the group to introduce them to Policy Council roles and procedures. The PowerPoint presentation addressed election of parent representative and selection of community representatives.

Action Items

Elections:

- Election of 2014-2015 Policy Council officers was called by current chairperson, Chanise
- Kierra Mitchell (South City) nominated herself for Policy Council Treasurer; vote passed unanimously
- Joy Fender (Jefferson County) nominated herself for Policy Council Secretary; vote passed unanimously
- Faline Moses (Bainbridge Road) nominated herself for Policy Council Vice-Chairperson; vote passed unanimously

- Chanise Brown (Louise B. Royal) nominated herself for Policy Council Chairperson, and Kareenia Forest (Bond) also nominated herself for Policy Council Chairperson. Both candidates gave short speeches to the group about why they should fill the position of Chairperson, and then both candidates left the room so Policy Council Representatives could cast their votes. Chanise Brown received more votes in her favor; Charlean made a motion to accept Chanise as Chairperson, and Kierra seconded the motion. Representatives then voted unanimously to elect Chanise as Chairperson and the motion carried.
- Laurie shared that Policy Council and governance training would be happening either prior to or at the next meeting for all representatives and alternates.

Selection of Community Representatives:

- Haley presented Molly Lord from Tallahassee Memorial Hospital, and previously Early Learning Coalition, as a candidate for Community Representative. Molly was not able to attend today's meeting due to unexpected illness and communicated this to Haley prior to the meeting. Haley listed Molly's background, experience, and explained why it may be beneficial for Molly to represent our community. Charlean made a motion to accept Molly as Community Representative, and Kierra seconded the motion. Votes were cast, with one member opposed to her election; majority ruled and a motion to approve her election as Community Representative passed.
- Charlean presented Sandy Porras-Gutierrez from Florida Department of Children and Families as a candidate for Community Representative. She did not attend the meeting, but Charlean represented her by describing her role in DCF as a Partner Liaison, as well as other community outreach efforts in which she is involved, and explained why it may be beneficial for Sandy to represent our community. Kierra made a motion to accept Sandy as Community Representative and Kareenia seconded the motion. Votes were cast, with one member opposed to her election; majority ruled and a motion to approve her election as Community Representative passed.

Minutes:

- Policy Council minutes for September 2014 had been previously reviewed by current 2013-2014 Policy Council members, and said minutes were provided for all members and attendees at the meeting. Charlean made a motion to approve the minutes, and Kierra seconded the motion.. Motion passed unanimously and the minutes were approved.

Personnel Actions:

- It was brought by Angela Mills, Early Childhood Development Manager, to approve the hire of Tiffany Evans for the position of Teacher. Charlean made a motion to approve the hire of the employee, and Faline seconded the motion. The motion carried unanimously.
- It was brought by Angela Mills to approve the hire of Michelle Joyce for the position of Teacher Assistant. Charlean made a motion to approve the hire of the employee, and Faline seconded the motion. The motion carried unanimously.

- Louise B. Royal Chairperson Tina Roberts asked Angela about vacancies of teaching staff at the centers and if she knew where this teacher would be placed, and Angela explained the hiring process for teaching staff to the group.

Financial Reports:

- Members reviewed the financial statements for July and August 2014. Laurie explained the overall Head Start budget for the fiscal year and reported on behalf of Stephanie Sgouros, Director of Finance, that as of August 31st, 2014, we are about 92% through the fiscal year and would expect to be about 92% through our expenditures. She also reported that as of aforementioned date, 87% of the non-federal share match had been obtained and as of the end of September, all required match for the fiscal year was obtained.
- She reported that because there was a surplus of funds by the end of the fiscal year, the program was able to purchase electronic tablets for office staff, as well as new furniture, supplies and equipment for each center.
- A concern was brought forward by one Head Start parent that there is sand on the playground at Louise B. Royal, which attracts bugs and has caused her daughter to come home with many bug bites. Joy asked if Jefferson County would be receiving playground equipment, because the playground is lacking in equipment, and Angela said they have ordered things for all center playgrounds.

Recompetition:

- Laurie explained that our agency is going through recompetition for our federal grant to run a Head Start program under Capital Area Community Action Agency and described the process of grant writing, applying, and bidding. She stated that other local programs can compete for the grant, but she is optimistic about our agency recompeting for the grant. The application for recompetition is due November 24th, 2014. Joy made a motion to approve the application for recompetition, and Kierra seconded the motion. The motion carried unanimously and the recompetition application was approved.

VPK

- Laurie and Darrel reported that there are still 30-40 children in our Head Start program that are eligible for Voluntary Pre-Kindergarten (VPK) but are not signed up. Laurie and Darrel encouraged all Head Start parents to spread the word about VPK sign-up to those at their centers and make those announcements at upcoming parent meetings. They explained that VPK provides our program with a significant amount of funding that we need to maintain our enrollment.

Director's Report

- Laurie explained ERSEA and how our enrollment process works to preface the importance of full enrollment at all of our centers
- Laurie stated that there have been many issues with the Franklin County Head Start center because we decided to move to a different facility soon before school started, and it was a struggle to fill all enrollment spots available for that center. Because of this struggle, she adjusted

enrollment numbers to decrease the number of spots available at Franklin County (48 spots) and increased the number of spots available in Jefferson County (38 spots).

- Laurie reported that all centers must maintain 85% daily attendance, which has been consistent
- Laurie explained that 10% of our enrollment must be students with special needs, and at the end of September we were at 4%, which means that we need more children with IEPs.
- Laurie reported that the children enrolled at our centers have current immunizations and physicals on file, which means that we are in compliance with health requirements

Parent Engagement Coordinator Report

- Haley reported that as of October 1st, 2014, our program received significant funding through the Community Human Services Partnership grant, which will be used to pay for mental health and disabilities services and to develop various parent engagement trainings and activities.
- Haley and Fatima, Special Services Coordinator, will be attending training in California next week to co-facilitate a parenting class through a program called The Incredible Years. This class will be available for all Head Start parents in the near future.
- Haley announced that she is coordinating a Fall Celebration on October 25th from 10 a.m. to 12 p.m. at Lafayette Park in Tallahassee, to commemorate October as Head Start Awareness Month.
- Haley discussed past and future parent meetings and her vision for having parents facilitate their meetings and tailor them to their interests. She reported a good turnout for September parent meetings and encouraged the group to help get others involved in those meetings.
- Haley stated that there will be a men's and women's group starting in November, and it will be a smaller group setting with relevant information and fun activities – dates forthcoming
- Haley stated that November parent meetings will be combined with a Thanksgiving meal at the centers and expects a good turnout for this. Other upcoming events include a Winter Celebration in December at the centers and Head Start's 50th anniversary early next year.
- Haley encouraged any and all parents to give their input in planning events and meetings

Open Discussion & Center Updates

- Head Start parent expressed concern about the lack of center directors because she has had difficulty contacting the center when needed during the day. Angela said that they are working on resolving these issues to make one staff person at each center the lead teacher. The phones have not been working properly at some of the centers but central office staff is working to resolve this issue.
- A parent expressed concerns about the lack of equipment on the playground. Laurie share that new playground equipment and supplies, as well as classroom furniture, materials and supplies had started coming in and more are expected in the coming weeks.
- A parent expressed concerns that a fence at Bainbridge Road is not stable and is leaning, which could create a safety issue for children. Angela addressed this by saying that there is a work order in and will follow up to make sure this fence gets repaired quickly.

The meeting was adjourned at 9:00 p.m. The next Policy Council meeting will be held on November 13th, 2014 at 6:00 p.m., location TBD.