

Policy Council Meeting Minutes

May 22, 2019

Call to Order

Meeting was called to order at 4:46pm by Brittney Massey (Ashley was running late).

Roll Call

Ebony Gaborik, Ashley Jaffee-Montgomery, Mandy Busch, Jazmine Jibawi, Brittney Massey, and Lea Zuhl were present. Quorum was not met at the meeting. And email vote was sent out the following day and the following responded with approvals Lily Morrison, Bethanie Cawley, which resulted in enough votes for quorum to be met.

* Approval of Minutes from Public Meeting on March 20, 2019

No corrections or questions. Mandy Busch made a motion to approve. Jazmine Jibawi seconded. Motion passed.

* Directors Report – April & May

Still waiting for news on the COLA Grant. 19 new and existing leases need to be signed this summer. Frog Street curriculum meeting will be at the end of May to make the final decision on next year's curriculum. Should have new bus quotes by next week to move forward in purchasing. All other data, normal and typical for this time of year. Mandy Busch made a motion to approve. Brittney Massey seconded. Motion passed.

* Finance Report – April and May

Still working on presentation of finance reports as learning the accounting software. All costs usual and typical. Frog Street, buses, and new classrooms purchases are expected to be on next month's report. Brittney Massey made a motion to approve. Jazmine Jibawi seconded. Motion passed.

Annual Fiscal Audit & CACFP Audit

Annual Fiscal Audit went well, nothing unexpected. Hope to see final report next week. CACFP had a few minor findings that have all be corrected.

*Revised Policies and Procedures

The following were presented to the Policy Council for approval:

- Staff Responsibility with Policy Council and Parent Committees
- EHS to HS Enrollment Transitions
- EHS to EHS and HS to HS Enrollment Transitions
- Attendance Plan
- Recruitment Plan

Brittney Massey made a motion to approve. Mandy Busch seconded. Motion passed.

Tri-County Head Start Mission: *To be a vibrant and progressive educational agency supporting the development of children 0-5 years of age while promoting healthy family functioning for Head Start children and families in Berrien, Cass, and Van Buren Counties.*

*New Business

Additional Revised Policies and Procedures were included:

- Computer & Phone Usage
- Meals & Breaks
- Nursing Mothers

Those were rolled into the Revised Policies vote. Brittney Massey made a motion to approve. Mandy Busch seconded. Motion passed.

Ongoing Training: Summer Canvassing

Gloria Walter and Stacey Knuth came to the beginning of the meeting to discuss summer recruiting volunteer possibilities

Pleasure of the floor

No comments were made.

Next Meeting Date

Next meeting is 6/5/19 – Board/PC joint planning meeting

* Adjournment

Brittney Massey motioned to adjourn. Jazmine Jibawi seconded. Meeting adjourned at 5:30pm.

*Denotes approval needed

Approved by PC: 8/21/19