

Call to Order

Meeting was called to order at 4:40pm by Chanda Hillman, as we had not yet elected the officers yet.

Roll Call

Victoria Cauffman (Niles Bell), Amber Joiner (Spinks), Lily Morrison (Home Based), Melinda Rogers (Cassopolis), Sherry Bennett (Community Representative), Lea Zuhl (Dowagiac) were present. Jasmine Jibawi (Watervliet) participated by phone.

* New Officer Election

Policy Council Chair – Jazmine Jibawi (Watervliet)
Policy Council Vice-Chair – Melinda Rogers (Cassopolis)
Policy Council Secretary – Lily Morrison (Home Visiting)

Parent Committee Agenda

Discussed how to fill this out during the meeting to use during a Parent Committee Meeting at their location.

*Approval of Minutes from Public Meeting on May 22, 2019

No corrections or questions. Amber Joiner motioned to approve. Sherry Bennett seconded. Motion passed.

*Directors Report

Beginning work on the next 5-year grant to be completed prior to the October meeting, to receive approval before the November 1 deadline. The pilot of three curriculums for the 2019-2020 program year was discussed. The program will pilot Frog Street, and High Scope, alongside the existing curriculum, the Creative Curriculum, to determine what has the biggest impact on child outcomes within our program. Victoria Cauffman motioned to approve, Jazmine Jibawi seconded. Motion passed.

* Finance Report

Nothing out of the ordinary for expenditures. Next month will show more substantial purchases as new classroom orders are arriving.

Lily Morrison motioned to approve. Victoria Cauffman seconded, motion passed.

*PIR

The PIR report was discussed and how that information is used at the Federal level, in addition to the need to ensure accurate data collection and some challenges with doing so, and what the program is doing to improve accuracy. Amber Joiner motioned to approve, Sherry Bennett seconded, motion passed.

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* Parent Activity Funds

The requirement from the Office of Head Start was reviewed. The policy council decided that \$5 per child for this fund seemed reasonable. Matthew is going to review the budget and determine feasibility and discuss at the September meeting. Amber Joiner motioned to approve. Victoria Cauffman seconded. Motion passed.

* Revised Policies and Procedures

- Non-Federal Match (In-Kind) – Clerical Staff
- Non-Federal Match (In-Kind) – Finance Department
- Classroom and Building Lease
- Teacher/Home Visitor Budgets
- Non-Federal Match (In-Kind) – Classroom/Volunteers
- Emergency Reimbursement Requests
- Work from Home
- Conscious Discipline
- Service Animal Policy
- Health Services Advisory Committee
- Lead Assessment
- Safety Hold Policy
- Exposure Control Policy
- Prenatal Health Requirements and Nutrition
- Food, Environmental, Allergies, Religious, and Cultural Preference
- Discipline Policy
- Required Staff Health Trainings
- Risk Reduction
- Drugs in the Home
- Classroom Closure and Bus Cancellation Policy
- TCHS Vehicle Usage Policy
- Substitute Policy
- Computer Usage Agreement
- Staff Code of Conduct
- Cross-Training and Job Shadowing

Sherry Bennett made a motion to approve. Amber Joiner seconded. Motion passed.

* Family Handbook

Lily Morrison motioned to approve. Victoria Cauffman seconded. Motion passed.

Code of Conduct

The previous version from 2013 was discussed and signed. The revised version will be presented to the board. If approved, the new version will be signed at September meeting.

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Grant Funding Letter

The letter was received and discussed. The grant application is due November 1, 2019 and will be prepared and presented to the board, no later than the October Board meeting.

Training – How to Run and Plan your Parent Committee Meeting

Discussed, who to contact for help (Family Advocate, Teacher), how to fill out the form, conduct the meeting, and how to get meeting dates sent home to families, and who to include.

Pleasure of the floor

No comments or concerns.

Next Meeting

September 18, 2019 4:30p

* Adjournment

Melinda Rogers motioned to adjourn. Sherry Bennett seconded. Meeting adjourned at 6:00pm

*Denotes approval needed

Minutes Approved: 9/18/19

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