

Call to Order

Meeting was called to order at 4:38pm by Melinda Rogers.

Roll Call

PC representatives: Tara Hamilton (Gobles), Kayla Wolford (New Buffalo – standing in), Denise Bigelow (Bangor), Melinda Rogers (Cassopolis), Erica Evans (Edwardsburg), and by phone Amber Joiner (Spinks), Victorianne Yoder (Dowagiac),

Parent Committee Vice-Chairs: Travis Brimhall (Gobles)

Community Members voted in: Kristen Chism & Anna Carter

Quorum was not met at meeting, all items were approved on 12/20/19 by email by, to meet quorum votes: Lindsay Doornbos (Paw Paw), Jessica King (Sawyer), Heather Courtney (SMC), Brittney Massey (South Haven), Sherry Bennett (Community Member)

Parent Committee Agenda and Meeting Updates

Edwardsburg held a meeting, 2 parents attended, questions on how to fill out home kit packets

Gobles had a meeting planned

Bangor had a meeting questions about parking and a crossing guard

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

No corrections or questions. Kayla Wolford motioned to approve. Denise Bigelow seconded. Motion passed.

Report from Chair/Vice-Chair about October Board Meeting

Brian Saxton became Vice-Chair. Treasurer vote postponed until bylaws are rewritten. Health Insurance was approved and mileage increase to \$0.58 effective 2/1/20.

*Election – Community Member

Kristen Chism – Berrien GSC Director

Anna Carter – Cass GSC Director

Kayla Wolford motioned to approve. Erica Evans seconded. Motion passed.

*Directors Report

5-yr grant items resolved and resent to OHS. Beginning a partnership with Special Olympics in Watervliet and Paw Paw. November we reached full enrollment. # of homeless families have been increasing. Tara Hamilton motioned to approve, Kristen Chism seconded. Motion passed.

* Finance Report

GSRP moving into classrooms, working on that budget. Request approval for 2 new buses. 9 will then be new out of 17. Working on replacing new harnesses as old are expiring. Kayla Wolford motioned to approve both directors report and purchase of 2 new buses, Anna Carter 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.*

*Revised Policies and Procedures

Leave hours policy – proposing moving max leave time from 160 back to the original 320. Erica Evans motioned to approve. Tara Hamilton seconded. Motion passed.

* Community Needs Assessment

Proving that Head Start needs to be in these communities. Interesting findings – no rental properties available in Cass County, and last year we helped 39 families move into housing. Anna Carter motioned to approve. Kayla Wolford seconded. Motion passed.

Code of Conduct

Will have available at next meeting.

Training

- School Readiness Goals – Piloting 3 curriculums and the assessment systems that go with them. Some difficulty comparing data. Reviewed goals and will remain the same over the next 5 years, but objectives may change as needs arise. Scores are meeting expectations at this point.
- Conscious Discipline – reviewed what it is and why Head Start uses it. Gave an example of how it works. Also provided information of upcoming meetings and parent trainings to attend.

* Teacher Waiver Request

Request for a teacher waiver to be approved for Angela Galvan currently an associate teacher in Bangor. Will complete her AA in October 2020. Kayla Wolford motioned to approve. Denise Bigelow seconded. Motion passed.

Pleasure of the floor

- Trying to change Gobles release times to match the school district for upcoming school year
- Best and Brightest award nomination

Next Meeting

January 22, 2020 4:30p

* Adjournment

Erica Evans motioned to adjourn. Tara Hamilton seconded. Meeting adjourned at 6:15pm

*Denotes approval needed

Minutes Approved: 1/22/2020

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