

GOODWILL HOMES HEAD START PROGRAM POLICY COMMITTEE MINUTES

Type of Meeting: Regular
Name of Organization: Policy Committee
Date of Meeting: February 9, 2009
Time of Meeting: 6:30 p.m.
Place of Meeting: 4590 Goodwill Rd., Memphis, TN 38109
Called to order by: Lisa Chalmers, Interim Chairperson
Roll Called by: Jackie Jackson, Secretary
Adjourned: 8:00 p.m.
Meeting was recorded: Yes
Minutes taken by: Jacqueline Jackson, Secretary

Present Members	Absent Members	Staff / Guest Present
Lisa Chalmers , Chairperson Felicia Dunn , Assistant Secretary LaCedric Johnson , Policy Council Rep. Jacqueline(Jackie) Jackson , Board Liaison/Secretary	Latasha Miller , Vice Chairperson Joyce Taylor , Parent Representative Percy Hunter , Parliamentarian	Frances Williams Director Yvonne Bruins Accounting Specialist

Chairperson, Lisa Chalmers called the meeting to order at 6:30 p.m. She then asked for roll call.

Roll call was done by Jackie Jackson, Secretary. A quorum was established.

The Chairperson then called for the reading of the last minutes.

Ms. Jackson read the minutes of the January 12, 2009 meeting. Corrections were noted by Mr. Johnson, he stated that the reason he did not have a report for December 2008 Policy Council t was due to the holiday there was no meeting held. The second correction noted was the spelling of the word Robbins in reference to Roberts Rules of Order. All changes were made and the policy committee voted unanimously to accept the minutes with the noted corrections being made.

Motion was made by LaCedric Johnson to accept and approve the minutes with the corrections made.

Motion was second by Felicia Dunn

Minutes were accepted and approved as read.

The chairperson called for committee reports.

Policy Council - LaCedric Johnson

Officers were elected and he gave the name and titles of the executive committee. Mr. Johnson is on the budget and personnel committees.

Mr. Johnson reported that the CDC is advising all consumers to be aware of the peanut butter contamination. He also reported on job opportunities for college students or anyone interested in tutoring. The pay for this job is \$10.00 per hour and paid training prior to the start of the program. The program is to help elementary students 3rd through 5th grade learn how to read and prepare for the TCAP test. Hope House is the entity in charge of this program.

He also reported that there is a new Head Start facility located on Ridgeway almost complete. Mr. Johnson shared statistical data stating that Goodwill Homes Head Start Program has had 19 parent conferences since August 2008 and 93 home visits for that same time period. Mr. Johnson thought there should be 100 visits because we have 100 children. Ms. Williams and Ms. Chalmers explained that we do not have 100 families. Some of our children are siblings.

Ms. Jackson asked if the staff actually visited the homes. Ms. Chalmers gave first hand knowledge of these visits due to her being a former parent. She explained that during the visit, the teacher would go over the child's reports ask if the parents have any questions

Ms. Williams explained that home visits were mandated by the Federal Government. She explained that the reasoning behind this is that the teachers may be able to better understand the children if they visit the children in their home environment. She also explained that in recent years, teachers have been allowed to meet parents at a mutually agreed upon place such as the library, McDonalds, etc. This would be done if the parent is reluctant to have the teacher in the home or work schedule would not permit a visit in the home.

The projected 2009 funding for Goodwill Homes is \$664,084 for 100 children. There is also funding for Head Start Training and Resource which is \$77,308. The Grantee has 2,388 children and total funds to be awarded are \$15,923,110.00.

Fiscal – Yvonne Bruin, Fiscal Specialist

Ms. Bruins informed the group that Mattie Harris, Fiscal Director has given Head Start Programs until March 6, 2009 to turn in final 269s. Everything must be wrapped up by March, no exceptions. She explained the January expense and revenue reports to the committee. She also explained that we are waiting on money to come in to pay bills.

Ms. Williams explained how the cost of living increase will be distributed. She informed the board that Ms. April Pirtle has received her BS Degree and will be getting an increase comparable to other Head Start teachers with degrees. Ms. Williams also said that she will have to project her budget to include increases for other teachers that will be getting degrees within the year.

Our T&TA budget will be increased because we have to use contractors that will train on site. Salaries, technology and the playground are the major issues for the 2009 budget.

Ms. Bruins expressed how it is important for the board members to understand the financial reports and emphasized the fact that board members should not feel intimidated by the papers and figures that come before them.

Delegate Board – Ms. Jackie Jackson – no report

Parents Committee – Ms. Felicia Dunn – no report

Director's Report: Frances Williams, Head Start Director

Ms. Williams reported on the Regional Conference that she had attended in Atlanta, GA. She informed the committee that her contract mandates her attending certain conferences, the Regional being on of them. She also reported that the Program is preparing for the annual licensing renewal as well as the 3 Star ECERS Environmental Rating Scale. Ms. Williams

discussed the problems we are having with the moles on the playground. Ms. Bowens spoke with an expert in this area and was informed that it would be necessary to kill their food source which is the worms. Ms. Williams has asked the lawn service provider for a quote on spreading the chemical if the Agency purchased it. His quote is expected the following day.

Ms. Jackson inquired about the safety of the chemical around the children. Ms. Williams informed her that the chemical would be put down on a Friday where there will be two days for the chemical to soak into the soil.

Ms. Williams discussed the status of Ms. Diane Lee, a teacher assistant who has been sick and off work since October 2008. Ms. Lee had stopped by the office January 16th to inform the management that she would be ready to return to work on February 9, 2009. A registered letter was sent to Ms. Lee stating that her doctor's statement must state that she was able to return to work with no restrictions. Today is the 9th and we have not heard from Ms. Lee. I will recommend Ms. Lee be terminated if she does not comply with the date her medical provider states that she is to return; she will be sent an official letter of termination. In addition, there may be two Teachers Assistant positions that will need to be filled if Ms. Lee is terminated. So far several applicants have applied and interviews are being scheduled. Ms. Williams also informed the committee that a Teachers Assistant's minimum qualification is a CDA (Child Development Associate) certification. Ms. Williams also notified the committee that a member will be needed to take part in the interview process; they will represent the personnel committee; date and times of the interviews will be forthcoming.

Correspondence: NONE

Unfinished Business:

Ms. Williams informed the committee that all members have not had the New Member Orientation Training and that it is mandatory that each member of the Policy Committee receive this mandated orientation training.

New Business: None

Adjournment; The chairperson called for the adjournment.

Minutes Taken By: _____ Date: _____

Minutes Approved By: _____ Date: _____

Approved by Chairperson: _____ Date: _____

The entire meeting can be heard on tape.