

**WBCO Policy Council Minutes
for Meeting of April 22, 2008**

DRAFT

The WBCO Head Start Policy Council met on April 22, 2008 at 10:00 a.m. at Mary Bailey Head Start, 601 N. College, Georgetown, Texas.

Members Present:

Darlene Cornell	Helen Barrios
John Recio	Nancy Holmes
Delores Patty	Carmen Womack
Melissa Jones	Amanda Sikes
Brenda Fisher	Jeane Miller
Shirley Schmidt	Dawn Keener

Staff /Visitors Present:

Brenagh Fitzpatrick	April Lewis	Joyce Perry
Andrew Shell	Amalia Moser	Stephanie Reber
Marie Johnson	Aletha Laterza	Joan Jones
Deneice Ledesma	Jim Ellis	Charlene Burgess
Alisa Rogers	Julie Lichtner	Janne Zochert

Policy Council Member Dawn Keener called the meeting to order.

The following reports were presented:

I. Center Reports

Policy Council members presented the following reports from their centers:

Bartlett Head Start – Spring 2008 is upon us and we have 36 children currently enrolled. Both the children and the staff are excited about all the things that could be taught and learned in the warmer weather. We had our monthly parent meetings on March 10, and discussed some of the educational components of Head Start. The nine families in attendance that night enjoyed a light meal of ham and cheese sandwiches, carrots and cucumbers. Staff distributed 2 RIF books to each child and a small stuffed

animal donated to us by Kohl's Department Store. On March 11, Bell County Health Department used our Center to administer free immunizations to the community. On the same day we had a proper child car seat installation class offered to parents with a free car seat or booster seat offered to the families who attended the classes. So far this month we have learned about "Spring" and some of the Holidays that come along with it including St. Patrick's Day and Easter. On March 14, the children enjoyed an Easter Egg hunt and a picnic lunch outside consisting of hot dogs, carrots, sliced oranges and juice. The children recognized the warmer weather, the flowers blooming, and the grass and trees turning green. The remainder of the month we will learn about Reptiles/Amphibians, and Birds and Insects. Our community surveys are complete with the teachers electing to work the weekend before Spring Break to have the rest of the week off. Pictures were taken at the Center on March 10th. The proofs were delivered yesterday, March 24th.

Bagdad Head Start/Early Head Start – Currently has 31 EHS in center enrolled, 4 pre-natal. 50 HS enrolled. Parent Meeting was held Wednesday the 16th, at 6 p.m. Approximately 20 parents and 25 children were present. Jerry Moore from the USDA Rural Development Agency spoke to the parents about USDA housing. Parents were very interested and had many questions. Head Start has completed their last round of assessments and are ready for May 2nd Quarterlies. Head Start Graduation is scheduled for May 23rd and Head Start parents have already had 2 graduation meetings with teachers. Head Start graduating children will also be attending a field trip to Bagdad Elementary on Thursday, May 8th from 9-10 a.m. EHS children have been learning about plants and flowers. Children have planted various kinds of flowers and herbs outside and are learning how to respect and care for them. EHS Quarterlies are scheduled for tomorrow, April 23rd.

Burnet Head Start/Early Head Start – The most exciting news in Burnet was the recent Bluebonnet Festival in which the parent group hosted a float in the Bluebonnet Parade and won 2nd place! The theme was "Aloha on the Beach Burnet Head Start 0-5" and the float was decorated in a Hawaiian theme complete with grass skirts, fish, homemade flowers, straw hats and bubbles! Johnson Sewell Ford donated use of a beautiful Ford truck to pull the float. Parents worked hard on making it a wonderful treat for children to ride and we were very proud of our 2nd place ribbon. In addition to the parade, the parent group hosted a bake sale on the Square and raised approximately \$500 for the centers. Many parents participated by donating yummy baked goods and volunteering to work the booth. Our very own Lupe Castillo and Sylvia Ortiz donated breakfast tacos complete with made from scratch tortillas and they were a huge hit! We are very blessed this year to have such wonderful dedicated families in our centers. Yesterday the Burnet Head Start welcomed Burnet Police Officer Charles Hayhurst for a visit and demonstration about seatbelt safety. He brought his police car in which the children got to climb in and finished the demonstration with badges for the children. Upcoming events include a garage sale – parents are participating in the sale to raise more money for the centers. We are also planning graduation on may 23rd at Burnet Head Start and the older children will be participating in a field trip to the Galloway Hammond Recreation Center in Burnet. Burnet Head Start will be completing the final

quarterly review process on Thursday, May 24th and Early Head Start on Friday, May 25th. The parent meeting is tonight at Burnet Early Head Start. It will be a fun “Make and Take” craft event in which parents will learn arts and crafts to do with their child. Burnet Head Start enrollment is 57 and Early is 38 children and 3 pre-natals.

Florence Head Start – We have 36 children in the center who have been very excited to learn about Spring. Our teachers have prepared many learning science opportunities for their discovery time. They learned to use the microscope and studied many bugs and beetles that were found in our environment. This month we studied amphibians and reptiles, caterpillars and butterflies and ants and crawling insects. Our classrooms have iguanas hanging from the ceiling, reptiles coming down from the walls and now we are studying spiders of many shapes and sizes. We continue to take care of our garden; we take turns watering the plants. It is amazing how much the children have learned about planting. Also they involve their parents into gardening at home. The children feel proud of their garden and how it is to all our visitors. It has been a good learning experience for all. We are planning a field trip to the Cameron Park Zoo in Waco for next month. Many parents are volunteering to go with us. It is time to think about graduation songs and practicing a dance to perform during the graduation program. Also this month we will be learning to measure using a cup and measuring spoons to measure amounts of flour, salt, sugar, water and sand. They will learn to stir, mix, pad and serve. They will be counting fruit to make fruit cups and will learn slicing and mixing, which ties with our nutritional snacks.

Harris-Ross Head Start – Currently has 61 enrolled in Head Start, 32 in Early Head Start and 5 pre-natal. We are working on our enrollment for next year. Our parent meeting was on March 27, 2008 with entertainment by Head Start Classroom 3 and their teachers Isabel Garzon, Pinkie White and Angie Robles, who sang and danced “The Three Little Pigs.” Our speaker was Karen Ellis, who shared the history and ongoing programs for our Taylor Public Library; 21 parents attended. The children are learning all about Spring with lessons on insects, flowers and weather. We celebrated Week of the Young Child with special activities each day last week, ending with our Fun Day on Friday, April 18, 2008. Kelly Portillo received her CDA certification effective April 1, 2008. We have one new teacher, Dianoly Soto. Mrs. Soto has a Bachelor’s degree in Early Childhood and Elementary Education with teacher certification. We are very proud to have her as part of our Early Head Start team.

Highland Lakes Head Start – Highland Lakes currently has 30 Head Start and 39 Pre-K. Parent Meeting was held on March 11th. Norma Cardona spoke to the parents about the FRED program. 28 parents were in attendance. We served chopped beef sandwiches, potato salad, and lemonade. Classrooms had Easter parties and egg hunts on Friday, March 14th. RIF book giveaway went very well.

Liberty Hill Head Start – It has been a busy month at Liberty Hill. Our enrollment is up to 49 kids and the classrooms are currently learning about reptiles and amphibians, the letter “R” and hexagons. Next week the classrooms will be learning about Texas and the rodeo, the letter “X” and reviewing their shapes. The teachers have completed all their

Denvers, the DASC and heights and weights. They are now working on completing the TEEM testing. Last night we had our parent meeting and had a good turnout. Dinner was macaroni and beef casserole with bread and tea. Graduation pictures were done April the 8th and the pictures turned out terrific. The center also had RIF and the FRED program has been a great success!

Marble Falls Head Start I & II - Marble Falls I has 26 Head Start and 28 Pre-K students. Our children performed at the Parent Meeting where 58 parents attended. The topic was Child Abuse Awareness Month and a speaker from the Children's Advocacy Center came to talk to the parents. Marble Falls II Head Start has 16 Head Start and 19 Pre-K students. A speaker from the Children's Advocacy Center came to speak. The children enjoyed a field trip to the Children's Museum on April 11th.

Mary Bailey Head Start – Mary Bailey currently has 54 children enrolled. We have continued to take our Field Trip to the Public Library each week. We have also taken several trips to the public school to visit the Kindergarten classes. We are in process of scheduling end of the year Fun Day and End of the Year Field Trip. Picture day is May 6th, 2008. The teachers are in process of making their last home visits for the year. We have had a great time this year.

Rawleigh Elliott Head Start – Our parents set up Spring pictures for their children last week as well as class pictures. Everyone looked so cute! The parent meeting will be held tonight with the final details of the Gala and graduation as the main topics. The Kiwanis came out and read to the Head Start children and gave each of them a book. Our teachers, both EHS/HS, just finished their quarterlies and will be starting their home visits. Dorothy Rodriguez, our Family Advocate, has been preparing and facilitating the Financial Fitness meeting that will be held tonight here at Mary Bailey in the conference room. She has put in a lot of hard work preparing for this event. Our enrollment is 41 for EHS, 3 Prenatal and 33 Head Start.

Round Rock Head Start – There are 36 students enrolled at this time, after one student dropped this week. The students are excited to be back to school. Prior to the holiday break, each child received a gift from the Stony Point Baseball Team. The Child Development class from Stony Point also visited and shared cookies with the students. Round Rock parents will meet tonight – the topic scheduled is on Budgeting. The staff are currently preparing for the upcoming quarterlies. Upcoming Events for May: Monday May 5th, Picture Day, Saturday, May 10th, Head Start Spring Festival, Wednesday, May 14th, End of Year Field Trip to Crowe's Nest Farm, Friday May 23, Graduation.

II. Policy Council Seats Vacated

The following member have resigned from Policy Council and their seats considered vacant:

Jeanne Sanders
Theresa Salazar
Crystal King
Sheila Alford
Phaylyn Wooldridge

III. Action Items

1. Consider Approval of March 25th, 2008 Minutes.

Shirley Schmidt moved to approve the March 25th, 2008 minutes as presented, Melissa Jones seconded. Motion carried unanimously.

2. Consider Approval of New Hires.

The following staff members were presented for Council approval:

Dianoly Soto, Teacher, Harris-Ross Head Start. Has Bachelor's degree in Early Childhood, and Elementary Education with teacher certification.
Jovanna Mullenbach, EHS Teacher, Rawleigh Elliott Head Start. Has Bachelor's Degree in Psychology.
Misty Evert, Substitute, Rawleigh Elliott Head Start.
Sabrina Tarver, Substitute, Burnet Head Start
Joyce Teague, Substitute, Burnet Head Start

Dawn Keener moved to approve the new hires, Delores Patty seconded. Motion carried unanimously.

3. Consider Approval of Terminations.

No Terminations were presented for approval.

4. Consider Approval of Training and Technical Assistance Plan.

Discussion took place regarding online classes, Head Start University expenses, and training for teachers in proper restraining techniques. Amanda Sikes moved to approve the Training and Technical Assistance Plan as presented, Jeane Miller, seconded. Motion carried unanimously.
Allanna Moore moved to approve the Self-Assessment/Program Improvement Plan as presented, Amanda Sikes seconded. Motion carried unanimously.

IV. Financial Report

Marie Johnson presented the Financial Report. She noted that Head Start was 30.70% spent. This reflects spending from January through March. Program is doing well financially, if there is money left over, would like to consider amending budget to spend \$10,000 for new curriculum and tracking system, new playscape for Highland Lakes (currently playground is not age appropriate), and new vehicle. One vehicle that had 163,000 miles on it will cost too much money to repair. Early Head Start 31.15% spent. Raw Food is high, a portion of these expenses should be charged to Food Overage. CCFP only reimburses 85% of food expenses. Lead cooks at large centers have been provided laptop computers to do online food cost comparison.

Local In-Kind Match is low in Early Head Start – only 10.8%. Head Start is at 52%.

V. Executive Director/Head Start Director Report

- Negotiations ongoing with outside agency to assume operation of Adult Day Health Care
- New vehicle presented to Senior Nutrition program in Burnet County through Houseparty.com and Ford
- Certificate of No-Non-Compliances received from Head Start
- In final stages of hiring Fund Development position
- Teleconference with Head Start Region VI for Risk Assessment will be May 28th. Policy Council Chair Carmen Womack is requested to be present – conversation will be taped. It is expected to last approximately an hour and a half. Board Chair Coordinators, Executive Director, Head Start Director and some Center Directors will also take part. All programs must participate in Risk Assessment if not having a review conducted that year.
- Gala will be Saturday, May 10th from 9:30 a.m. to 2:00 p.m. at the Leander VFW. All parents encouraged to participate. Rex Wiley is handling food, will be barbeque. Taylor is taking a school buses, centers are encouraged to use buses to save on gas.
- Financial Fitness program being held at Mary Bailey tonight from 5 to 6 p.m.

VI. Coordinator Reports

Reports were not verbally presented due to time constraints, they were distributed in packets.

VII. Policy Council Chair Report

Carmen Womack went over Grievance/Complaint Procedure. She requested that members with a complaint go through the process through the proper channels in order. She also requested that communications from Policy Council members to her go through Marie first and not to contact her through her cell phone.

VIII. Items for Next Meeting

The following items were requested to be placed on next Policy Council meeting's agenda to be held May 20th:

- Consider approval for renewal of HS 0-5 Funding
- Gala Report

IX. Adjournment

As there were not additional items to discuss, Melissa Jones moved to adjourn the meeting, Brenda Fisher seconded.

Respectfully submitted,

Brenagh Fitzpatrick