

**WKUCCC Policy Council Meeting  
Minutes  
Meeting Date: January 27, 2015  
Meeting Place: Mariah's  
Meeting adjourned: 1:30 p.m.  
Call to Order: Beth Schaeffer, Chairperson**

**In attendance:** Susan Kerr, Erin Lightfoot, Ashley Gillard, Kelli Fugate, Shelley A. Long, Jennifer Warner, and Beth Schaeffer

**WKU Staff:** Thelma Jackson and Stephanie Elliott

**Guest:** Dana Cunningham, Murray Head Start

**Review of Last Meeting Minutes** (October 27, 2014)

**Motion to accept:** Susan Kerr   **Seconded:** Erin Lightfoot

**Seating of New Policy Council Representatives:** Murray Head Start Parent

Dana Cunningham, Murray Head Start Manager, introduced the Murray parent representative to the Policy Council. Her name is Christy Fondaw

**Motion to accept:** Kelli Fugate   **Seconded:** Jennifer Warner

**School Readiness, Outcomes, & Family Engagement**

Stephanie Elliott, Education Coordinator reviewed the focus on how WKUCCC staff has focused on preparing children for school in all areas of health development including physical, cognitive, social and emotional development. Our families are the primary teacher in helping their children to prepare for school and become life-long learners. Ms. Elliott reviewed the Child Outcomes Data Report. The classroom teachers will focus on improving upon the Math and Science areas by adding books to the Book Center, enhancing all centers with supplies and materials, and inviting the Bowling Green Public Library personnel to prepare activities for the classrooms.

**Parent, Family, and Community Engagement Framework:** Thelma Jackson, Director, explained that Parent and Family Engagement in Head Start and Early Head Start is about building relationships with families that support family well-being; supporting strong relationships between parents and their children; and nurturing ongoing learning and development for both parents and children. The Parent, Family, and Community Engagement (PFCE) Framework is a roadmap for progress in achieving the types of outcomes that lead to positive and enduring change for our children and families. Thelma continued to list examples such as: building relationships with families through family partnership agreements. Also, parent conferences and parent visits lends opportunities for parents to nurture ongoing learning and development through goal setting.

Child Adult Care Food Report- Thelma provided the reimbursement reports for the months of October, November, and December 2014. Thelma reminded the council to review the program reports at [www.wku.edu/ccf](http://www.wku.edu/ccf).

**Annual Work Plans:** Thelma stated, the council started the process of reviewing sections during our Policy Council Training in October 2014. Chris Watkins, T/TAS Management Specialist, discussed the Program Design and Management section. Thelma reviewed the Education, Health, and Family Services areas. This allowed the Policy Council members to have a better understanding of the operation of our program. Thelma asked if there were any recommendations or changes to the Annual Work Plans. There were no questions. Beth Schaeffer, Chairperson, stated, "I appreciate the layout of the plans and budget. They are clear and simple to understand."

**Motion to accept:** Kelli Fugate

**Seconded:** Ashley Gillard

**Personnel and Financial Policies-**Thelma reviewed the Western Kentucky University (WKU) Personnel and Financial policies. WKUCCC follows the Personnel Policies & Procedures set forth by Western Kentucky University. These policies and procedures are maintained by the Human Resources Department at WKU. One of the exceptions is our inclement weather policy. **Reduced Staffing**

**Scheduling:** In the event of inclement weather or other events where there is low or anticipated low children attendance, part-time and teacher aid hours will be reduced as needed. Hours may be reduced from 75% to as low as 25% based on STAFFING NEEDS.

**Status Change From Part-Time to Full-Time**

A department/unit head may change the status of a current employee from part-time to full-time in the same or similar position within limitations. Such a change may be made in a non-competitive manner so long as the original appointment in the part-time position was accomplished as the result of a competitive search process.

Thelma stated, WKUCCC will adhere to the WKU personnel policy. However, a part-time employee must meet or exceed the following expectations: Job Knowledge, Productivity, Work Habits, Interpersonal relationships, and strengths in leadership ability.

**Motion to accept:** Kelli Fugate

**Seconded:** Ashley Gillard

**Selection Criteria-**Thelma reviewed the section criteria and explained there is no change to the criteria. Homelessness receives 40 points and Public Assistance/SSI/Foster Care receives 30 points. Program factors such as sibling and transition from Early to Head Start receives points too.

**Motion to accept:** Kelli Fugate

**Seconded:** Ashley Gillard

**Self-Assessment-** The self-assessment is an annual review of all delivery services provided and is conducted during the months of February, March and April. Ms. Thelma Jackson updated the board regarding the use of the CAT (Comprehensive Approach & Tool) Scan tool to conduct the annual self-assessment. This tool uses a three column approach; regulations, compliance, and strengths and non-compliance events.

**Motion to accept:** Kelli Fugate

**Seconded:** Ashley Gillard

**Financial Report-**Thelma reviewed the financial and program reports. The reports are posted on the WKUCCC website: <http://www.wku.edu/ccc>. The council was presented with the Head Start and Early Head Start reports. Thelma presented copies of the monthly reports which included the credit card expenditures. The Policy Council members acknowledged monthly receipt of reports, reviewed and discussed the reports. Thelma also reviewed the following: New WKU newsletter from Office of Internal Audit, Grant of Signatory Authority to Act on behalf of WKUCCC-delegating signature authority of

WKURF Board James Hargrove to WKUCCC sub-committee Chair Laura Hagan, ACF-PI-HS-14-03: Electronic Grant Applications and Program Communications, ACF-PI-HS-14-04: Bus Transportation and Safety, , ACF-PI-HS-14-06: Helping Children and Families Experiencing Domestic/Intimate Partner Violence.

**Motion to accept: Jennifer Warner**

**Seconded: Ashley Gillard**

**Center Reports-**WKUCCC monthly reports for October, November, and December 2014 were presented by Thelma and Stephanie. Thelma reminded the council to visit the website: <http://www.wku.edu/ccs> for the program monthly reports.

**The next meeting will be held on April 27, 2015**