

WKUCCC Policy Council Meeting Minutes

Meeting Date: April 27, 2015

Meeting Place: Cambridge Market

Meeting Adjourned: 2:00 p.m.

Call to Order: Beth Schaeffer, Chairperson

In attendance: Krista Williams, Chaisty Fondaw, Murray Head Start, Beth Schaeffer, Kelli Fugate, Jennifer Warner, Erin Lightfoot, Ashley Lillard, Alexis Greenwood-Markle, Jennifer Warner, Erin Lightfoot, Shelley A. Long, Misti Carrigan.

WKU Staff: James (Chris) Watkins, Executive Director, Thelma Jackson, Director, Stephanie Elliott, Education Coordinator

Guest: Crystal Williams, Health Coordinator, Murray Head Start

Review of Minutes (January 27, 2015)

Ashley Gillard, stated her last name is misspelled. It is spelled Lillard. Thelma stated the corrected spelling will reflect the minutes dated, January 27, 2015.

Motion to accept: Jennifer Warner

Seconded: Erin Lightfoot

Policy Council Training: Thelma introduced James "Chris" Watkins to lead part two of Policy Council Training. Chris, Training and Technical Assistance Executive Director, defined the roles and responsibilities of the Policy Council members under the agenda items. Regulations discussed which related to the training included; 1304.50, Appendix A Governance and Management Responsibilities.

Seating of our New Parent Policy Council Members:

Misty Carrigan-Bryant Way

Chasity Fondaw-Murray Head Start

Employee Selection

Amber Duke and Shanna Hayes: Stephanie Elliott discussed the candidates' education and qualifications based upon their applications, resumes, and interviews. Both candidates are slated for the preschool classrooms. Thelma allowed for questions and comments and there were none.

Motion to accept: Shelly Long

Seconded: Misti Carrigan

Child and Adult Care Food Program (CACFP)

Thelma provided the reimbursement reports for the months of January, February, and March 2015. Thelma reminded the council to review the program reports at www.wku.edu/ccf.

Financial Report: Chris presented the Head Start and Early Head Start monthly and quarterly reports for review and discussion. Included in the review were Murray and Audubon financial reports, as well as credit card and expenditure information. Policy Council members acknowledged receipt of reports, reviewed and discussed them.

Chris Watkins also reviewed and discussed the following:

New WKU newsletter from Office of Internal Audit, ACF-IM-HS-14-07: New Uniform Requirements, Cost Principles, and Audit Requirements for Federal Awards, ACF-IM-HS-15-01: SF-429: Real Property; Inventory; Facilities Reporting, ACF-IM-HS-15-02: Native Language Preservation; and 1305 FINAL RULE.

EHS Narrative/Budget (2015-2016) Chris discussed the relationship between Murray Head Start and our program. WKUCCC is the delegate agency under Murray Head Start. WKUCCC receives funding from Murray to house 15 Early Head Start at our campus site. The proposed narrative was reviewed along with the budget.

Motion to accept: Alexis Greenwood

Seconded: Kelli Fugate

Head Start Narrative/Budget (2015-2016) Thelma reviewed the Head Start proposal narrative. She explained that the Council has been involved with the proposal since the beginning of the 5 year grant. During that meeting, discussion of the School Readiness Plan, Outcomes Data, Parent, Family, and Community Engagement, and the Annual Work Plans occurred. These combined areas are included the proposal. Chris reviewed the draft Head Start Budget narrative and asked if there were any comments or suggestions. Beth Schaeffer asked, "Will there be an audit by the Federal government every year?" Thelma replied, "Our program will receive a letter stating the area(s) to be reviewed and the date of the audit; is also a possibility an unannounced audit visit will take place."

Motion to accept: Shelly Long

Seconded: Ashley Lillard

Center Reports:

WKUCCC: Stephanie Elliott, Education Coordinator, reviewed WKUCCC Approach to School Readiness in conjunction with Head Start regulations. WKUCCC has always focused on preparing children for school in all areas of development including physical, cognitive, social and emotional. WKUCCC continues to recognize parents as the primary teacher for their children. Our approach of engaging parents in the school readiness process has been an integral part of the program since its inception. WKUCCC views their families as the foundation when preparing their children for school, and become life-long achievers.

Children transitioning to kindergarten have received information on registration and open house of public school systems beginning in March. Stephanie held meetings with parents and distributed information pertinent to their child's particular school. Information included details of registration, open house dates and hours, location of school, and contact numbers. WKUCCC Transition Celebrations are scheduled for the month of May.

Murray: Crystal Williams discussed their transition process as children in their program advance to kindergarten. Several year-end celebrations will take place.

The next meeting is scheduled for July 27, 2014. Due to Policy Council members' summer vacations, Thelma plans to circulate a calendar for all members to review. She understands the possibility of needing to change the meeting date for next quarter due to members' unavailability.