

**WKUCCC POLICY COUNCIL
MEETING MINUTES**

Meeting Place: Cambridge Market @11:30 a.m.

Meeting Adjourned: 1:15 p.m.

Call to Order: Beth Schaeffer, Chairperson

In attendance: Beth Schaeffer, Kelli Fugate, Jennifer Warner, Shelley Long, Misti Carrigan, Erika Darden, Robert Darden, Rev., Susan Kerr

WKUCCC Staff: James Watkins, Executive Director, Thelma Jackson, Director and Stephanie Elliott, Education Coordinator, Tina Smaijlagic, Component Coordinator

Guest: Cindy Graves, Murray Head Start Director

MOTION/ACTION: Approval of the last meeting minutes (April 27, 2015)

Motion to Accept: Shelley Long Seconded: Susan Kerr Passed: X Rejected

Seating of our New Parent Policy Members:

Erika Darden-Representative

Robert Darden, Rev. (alternate)

Child and Adult Food Program- Thelma presented the April, May, and June reports.

Grant Proposal was presented for 2015-2016

Thelma explained during the last Council meeting, the grant goals, Community Assessment, and budget was reviewed. Suggestions of changes were made by the Council and presented today is the Final draft. The items reviewed were: Community Assessment, Objectives, and Need for Assistance, Program Approach and Results of Benefits Expected, Budget, Self-Assessment, and T/TA Plan with narrative. Stephanie Elliott reviewed the 2015-2016 School Readiness Plan and the Creative Curriculum Outcome Report. This included the year end final report, progress in all areas, challenges and needed improvements.

Motion to Accept: Kelli Fugate Seconded: Erica Darden Passed: X Rejected:

Financial Reports

James Watkins presented the financial information, including the credit card expenditures. The policy council members acknowledged monthly receipt of reports, and reviewed and discussed the monthly items. Items presented included: 2015-2016 Head Start –Final Year Two Continuation budget, FY 2014-2015 Head Start, FY 2014-15 Early Head Start, Other items: eclk.ohs.acf.hhs.gov., WKUCCC website, Proposed Head Start Program Performance Standards, Audubon and Murray Head Start financial reports.

Motion to Accept: Kelli Fugate Seconded: Erica Darden Passed: X Rejected:

Employee Selection-Part-time: Hannah Yockum

Stephanie discussed the candidates' education and qualifications based upon the application, resume, and interview. The candidate is slated for one of the preschool classroom. Thelma asked for questions and comments. There were no questions.

Motion to Accept: Shelley Long Seconded: Robert Darden Passed: X Rejected:

Center Reports:

Cindy Graves, Murray Head Start Director, shared with council the partnerships they have with the school systems and how the staff are working with individual schools to meet the Environmental Health and Safety protocol. Also, several of the teaching staff are attending professional development trainings.

Stephanie Elliott, Education Coordinator presented the Center Reports. Stephanie shared with the council about having the Early Education Graduate Interns in our Toddler and Preschool classrooms for the summer month. They were all outstanding and assisted the teaching staff with new activities and teaching methods. Thelma introduced the new community partners including Kohl's Foundation and Reading Is Fundamental (RIF) s and updated the Council on the latest community events. Thelma Jackson reminded the council to review the website, www.wku.edu/ccc.

Colleen B. Mendel's building dedication ceremony will be on October 20, 2015, 2:00 p.m. at Jones-Jaggers.

Beth Schaeffer announced the next meeting date October 26, 2015.

The meeting was adjourned at 1:30p.m.

Motion to accept: Kelli Fugate **Seconded:** Misti Carrigan,