

Tazewell-Woodford Head Start  
Policy Council Minutes  
November 13, 2018

**Call Meeting to Order**

The meeting was called to order by Bradley Easton at 5:30 PM at the Family Center in East Peoria.

**Roll Call of Members**

Policy Council Members: Angela Lape, Bradley Easton, Kara McLinden, Rebecca Rossman, Shannon Brackney, Michelle Peterson, Tammy Frew

Visitors: Nathan Davis, Amanda Parkhurst, Jesse Frew

Head Start Staff: Donna Ashley, Vickie Willis, Lindsey Markle, Christy Dennison

**Approval of Minutes**

A motion was made by Kara McLinden and seconded by Shannon Brackney to approve the October 23, 2018 minutes as typed.

**Head Start Governance**

Donna Ashley reviewed the Policy Council Handbook that members received at the last meeting and the Management Plan that is generally used to plan for the meetings. A motion was made by Kara McLinden and seconded by Rebecca Rossman to approve the handbook. All ayes. Motion carried.

**Administrative Business**

**a. Program Financial Reports**

Vickie Willis went over the information on the program financial reports which included the Budget, USDA Reimbursement, Credit Card expenditures, Inkind report, and Attendance Report for the period ending October 31, 2018.

**b. Personnel Committee Report**

No new employees this month

**Program Business**

Christy Dennison talked about the TWHS School Readiness Goals and gave members a copy of the 2018/2019 Child Outcomes. Data for Child Outcomes is collected and reported on three times a year.

Donna Ashley presented the proposed Mission and Vision Statement and discussed the selected Values. Kara McLinden made a motion to approve, Shannon Brackney seconded it. All ayes. Motion carried.

Donna Ashley reviewed the 2019/2020 Grant application that was sent to members prior to the meeting. Donna discussed the School Readiness Goals and the proposed "Competitive" Grant Application that would provide services to 246 children in 8 full day classrooms, 3 part day classrooms, and 3 Early Head Start home based settings. A motion was made by Shannon Brackney to approve the School Readiness Goals and the "Competitive" Grant Application. The motion was seconded by Michelle Peterson. All ayes. Motion carried.

Donna Ashley discussed the proposed "Duration" Grant Application to receive additional funding to increase the number of full day classrooms. The funds would be used to convert the remaining 3 part day classrooms into 6 full day classrooms. The number of children served would remain the same. A motion was made by Angela Lape to approve the "Duration" Grant Application. The motion was seconded by Kara McLinden. All ayes. Motion carried.

Donna Ashley discussed the proposed "Continuation" Grant Application to extend the current funding through June 30, 2019. The additional funds will allow the program to continue operating until the "Competitive" Grant is awarded. A motion was made by Kara McLinden to approve the "Continuation" Grant Application. The motion was seconded by Rebecca Rossman. All ayes. Motion carried.

Under program updates, Lindsey Markle told members about the series of Parenting Classes that are available and discussed the new Parent Gage assessment tool that is being used with the families this year.

### **Parent Committee Reports**

Parent committees met during October and November to discuss things they could do together for their children and their centers this school year. Each of the committees decided on a special December activity for the children for a Christmas gift. The children at Creve Coeur, Green Valley and Pekin will get to go see the Wreck It Ralph movie and the children at East Peoria, Robein, and Eureka will get to go see The Grinch movie. There was a guest speaker at each of the meetings that provided educational activities for the parents.

Sue Elder came to the meeting for Family Center and Robein to talk about the services offered at the Fondulac Library. She showed parents the pre-loaded tablets children can check out, theme boxes, apps for parents, and upcoming events at the library.

Alicia from Navicore presented a budgeting program to the Creve Coeur parents. She talked about credit card debt, wants vs. needs, and how to use a budgeting sheet.

Jamie Lowe, one of the program's Early Learning Specialists, presented information on Conscious Discipline and helped the Hensey parents make a Sockopus to help fidgety children feel grounded.

### **New Business for Next Month's Agenda**

#### **Menu for Next Month**

Chili and /or Soups

#### **Door Prize Winners**

Jesse Frew and Bradley Easton

#### **Adjournment**

A motion was made by Shannon Brackney and seconded by Kara McLinden to adjourn meeting at 6:55.

**The next Policy Council meeting is scheduled for February 19, 2019 at 5:15 at the Family Center**

Policy Council Secretary \_\_\_\_\_ Date \_\_\_\_\_