

**Tazewell-Woodford Head Start
Policy Council Minutes
October 15, 2019**

Call Meeting to Order

The meeting was called to order by Donna Ashley at 5:26pm at the Family Center in East Peoria.

Roll Call of Members

Policy Council Members: Angela Lape, Stephany Bouchez, Ann Ziemkowski, Anna Marie Jones, Melanie Schoonover, Adair Rodriquez

Alternates : Nicole Berg

Visitors: Shawn Doerr, April Robinson, Grace Pinkham, Rae Dudiak, Elizabeth Swanson, Bethany Nelson, Chase Mitchell, Hailey Anderson

Head Start Staff: Donna Ashley, Lindsey Markle, Jamie Lowe

Approval of Minutes

A motion was made by Angela Lape and seconded by Nicole Berg to approve the May 21, 2019 minutes.

Head Start Governance

Donna Ashley presented a PowerPoint of the Agency's History, their Mission and Vision, the Organizational Structure, and the Head Start Management Wheel. She discussed the roles and responsibilities of the Policy Council and Governing Board members and the Internal Dispute Resolution.

Members received a Policy Council Handbook that included the Policy Council By-Laws, the 1301 management plan, the Head Start Program Governance Reference Book, and other informational handouts about the Internal Dispute Resolution, Parent and Community Grievance Procedures, and Parliamentary Procedures.

Administrative Business

a. Program Financial Reports

Donna Ashley went over the information on the program financial reports which included the Budget, USDA Reimbursement, Credit Card expenditures, and Inkind reports. Members also received a copy of the Annual Audit conducted by Heinold-Banwart, Ltd. There were no audit findings.

b. Monthly Attendance Report – Lindsey Markle gave members a copy of the classroom attendance for September and discussed the program's procedures for monitoring and following up on attendance.

c. Personnel Committee Report

Donna Ashley discussed the procedures for recruitment and hiring of new employees and the role of the Policy Council members. A motion was made by Stephany Bouchez and seconded by Anna Marie Jones to approve the hiring of the following applicants as Head Start employees. All ayes. Motion carried.

Name & Position

Britney Foiles	Teacher Assistant
Kira Couch	Teacher Aide
Maxine Adams	Nutrition Coordinator

Name & Position

Heather Hackman	Teacher Aide
Michelle Schoenbein	Teacher Aide
Christina Dillman	Cook / Teacher Aide

Program Business

Donna Ashley explained the roles and responsibilities of the Policy Council Officers, and members were asked to make nominations for each position. A motion was made by Anna Marie Jones and seconded by Nicole Berg to approve the following election of new Officers. All ayes. Motion carried.

President: Adair Rodriquez
Vice President: Angela Lape

Secretary: Stephany Bouchez
Treasurer: Melanie Schoonover

Donna Ashley explained how the Community Assessment and Program Self-Assessment are conducted each year and how the information is used for setting Program Goals. Members received a copy of the proposed Program Goals. A motion was made by Stephany Bouchez and seconded by Adair Rodriquez to approve the Program Goals. All ayes. Motion carried.

Donna Ashley discussed how the information from the Community Assessment is used to write the grant application to fund the program each year. Members will receive a copy of the Funding Letter and the 2019/2020 grant to review before the next meeting.

Jamie Lowe discussed the Creative Curriculum the teachers use in the classroom, the process for collecting data to use for Child Outcomes, and how it relates to Head Start Early Learning Standards and the Teaching Gold Assessment tools. Members received a copy of the proposed School Readiness goals. A motion was made by Nicole Berg and seconded by Stephany Bouchez to approve the School Readiness goals. All ayes. Motion carried.

Parent Committee Reports

Parent committees met during September and October to discuss things they could do together for their children and their centers this school year. Each of the committees elected officers and a Policy Council member and alternate to represent their center. There was a guest speaker at each of the meetings that provided educational activities for the parents.

Ann Myer-Mudd presented information to the Eureka, Pekin, Family Center, and Creve Coeur parents about the various kinds of assistance offered by Tazwood Community Services.

At the Green Valley Parent Committee meeting, Tracey, the program's Health Coordinator presented information on health requirements and available resources. Kim, one of the program's Family Engagement Coordinators, discussed the various services offered by Tazwood Community Services.

New Business for Next Month's Agenda

2020/2021 Grant Application

Menu for Next Month

Jason's Deli

Door Prize Winners

Congratulations to April Robinson and Adair Rodriquez

Adjournment

The motion was made by Stephany Bouchez and seconded by Angela Lape to adjourn the meeting at 6:37.

The next Policy Council meeting is scheduled for December 3, 2019 at 5:15 PM at the Family Center.

Policy Council Secretary _____ Date _____