

Tazewell-Woodford Head Start
Policy Council Minutes
December 3, 2019

Call Meeting to Order

The meeting was called to order by Adair Rodriguez at 5:40 PM at the Family Center in East Peoria.

Roll Call of Members

Policy Council Members: Nicole Berg, Angela Lape, Ann Ziemkowski, Melanie Schoonover, Adair Rodriguez

Visitors: Elizabeth Swanson, Jose Zavala

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

Approval of Minutes

A motion was made by Angela Lape and seconded by Nicole Berg to approve the October 15, 2019 minutes as typed.

Head Start Governance

Donna Ashley reviewed the Policy Council Handbook and Management Plan that members received at the last meeting. A motion was made by Melanie Schoonover and seconded by Ann Ziemkowski 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 PC & GB Monthly Report, SF-425 Federal Financial Reports, Budget, USDA Reimbursement, Credit Card expenditures, Inkind Report, and Attendance Report for the period ending October 31, 2019.

b. Personnel Committee Report

A motion was made by Angela Lape and seconded by Nicole Berg to approve the hiring of the following applicant as a Head Start employee. All ayes. Motion carried.

Name & Position

Betty Severns Bus Driver

Program Business

Jamie Lowe went over the TWHS School Readiness Goals and gave members a copy of the October Child Outcomes. Data for Child Outcomes is collected and reported on three times a year. She also talked about the CLASS observation tool that is used to measure teacher-child interaction and gave members a copy of the latest classroom scores.

Donna Ashley reviewed the 2020/2021 Grant application that was sent to members prior to the meeting. Donna discussed the challenges of the progressive minimum wage increases over the next five years and asked members if they had suggestions or if they knew of ways other businesses were planning to adjust their salary scales. The proposed Grant Application would provide services to 234 children in 13 full day classrooms at 6 locations. A motion was made by Nicole Berg to approve the School Readiness Goals and the proposed Grant Application. The motion was seconded by Ann Ziemkowski. All ayes. Motion carried.

Under program updates, Lindsey Markle talked about some of the programs coming up for families.

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. Family Center, Robein, Pekin, Green Valley, and Eureka children will be going to the movie theater to see Frozen 2 and the Creve Coeur children will each be receiving a board game. There was a guest speaker at each of the meetings that provided educational activities for the parents.

Ann Meyer-Mudd from Tazwood Community Services came to the meeting for Family Center and Robein. She talked about the different services they provide and how to get them.

Reyna, one of the program's Early Learning Coordinators, came to the Creve Coeur Parent Committee meeting. She presented information on the Conscious Discipline techniques used in the classroom and talked about the ways her and the teaching staff work together.

Julie, the Eureka classroom teacher, came to their meeting to talk about the different things the children are working on at school (Five senses, counting, letter of the week). Afterwards, she helped the parents make a Santa Cam for their Christmas Trees.

Kim, one of the program's Family Engagement Coordinators, presented information on Conscious Discipline to the Pekin and Green Valley parents. She showed a video of the children demonstrating the different techniques that are used in the classroom.

New Business for Next Month's Agenda

Menu for Next Month

Panera Bread - Soups & Sandwiches

Door Prize Winners

Angela Lape and Nicole Berg

Adjournment

A motion was made by Ann Ziemkowski and seconded by Melanie Schoonover to adjourn meeting at 6:45.

The next Policy Council meeting is scheduled for February 18, 2020 at 5:15 at the Family Center

Policy Council Secretary _____ Date _____