

**Tazewell-Woodford Head Start
Policy Council Minutes
February 20, 2020**

Call Meeting to Order

The meeting was called to order by Adair Rodriguez at 5:35 PM at the Family Center in East Peoria.

Roll Call of Members

Policy Council Members: Stephany Bouchez, Nicole Berg, Angela Lape, Adair Rodriguez

Visitors: Elizabeth Swanson, Stephani Mantle

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

Approval of Minutes

Motion made by Angela Lape and seconded by Nicole Berg to approve the December 3, 2019 minutes as typed. All ayes. Motion carried.

Head Start Governance

Donna Ashley told members the program is still waiting on the written report from the Federal Review that was done at the end of October. The program also does their own Self-Assessment each year to monitor progress in achieving the program goals and to set new ones. Members will have the opportunity to participate in the self-assessment to the discuss the program's School Readiness Goals, look at ways the program works to achieve them, and to give their input.

Administrative Business

a. **Program Financial Report**

Members received copies of the Monthly Program Report, Budget, USDA Reimbursement, Credit Card expenditures, and Inkind reports for the period ending January 31, 2020. They also received the SF-425 Quarterly and Mid-Year Financial Reports.

b. **Monthly Attendance Report** – Members reviewed program attendance for January 2020

c. **Personnel Committee Report**

A motion was made by Angela Lape and seconded by Stephany Bouchez to approve the hiring of the following applicants as Head Start employees. Quorum present. All ayes. Motion carried.

Name & Position

Tracey Enderby	Teacher Aide
Jordan Williams	Teacher Assistant

Program Business

Donna Ashley discussed the program's plans to submit a grant application for COLA and Quality Improvement funds. The COLA would be used to increase staff salaries and fringe benefits to align with the increased minimum wage requirements. The Quality Improvement funds will be used to hire additional Teacher Aides and to offset other program costs.

Lindsey Markle proposed changes to the point system used in the Selection Criteria to fill vacant slots. A motion was made by Stephany Bouchez and seconded by Angela Lape to accept the proposed changes. Quorum present. All ayes. Motion carried.

Donna Ashley told members that the program is working with HRFit to revise the Personnel Policies. Donna will email members a copy of the proposed changes to discuss at the next meeting.

Parent Committee Reports

The program's Health Coordinator, Tracey, came to the Family Center and Robein Parent Committee meeting. She presented information on the upcoming 'Give a Kid a Smile Day' and talked to the parents about the importance of regular dental visits. Afterwards, the parents had fun playing a Dental Bingo game.

The last Creve Coeur Parent Committee meeting was cancelled due to illness.

Christina, an essential oils representative, did a presentation and Make It Take It at the Pekin / Green Valley parent committee meeting. She discussed the background of essential oils and how they work. Members were given the recipe for a spray that would help repel lice. Christina brought the ingredients and bottles for anyone wanting to make one to take with them.

Suzy, one of the program's Family Engagement Specialists, asked parents for input on classes or parent cafés they would like to see offered. Parents were interested in learning more about child redirection and behavior management at their next meeting. Julie, the Eureka classroom teacher, did a Hot Cocoa Playdough Make It Take It with the parents.

New Business for Next Month's Agenda

Review and Approve Personnel Policies

Menu for Next Month

Irish food – Baked Potato Bar, Green Punch, Shamrock Cookies

Door Prize Winners

Congratulations to Stephany Bouchez and Adair Rodriquez

Adjournment

A motion was made by Nicole Berg and seconded by Stephany Bouchez to adjourn the meeting at 6:35.

The next Policy Council meeting is scheduled for March 17, 2020 at 5:15 PM at the Family Center.

Policy Council Secretary _____ Date _____