

**Tazewell-Woodford Head Start
Policy Council Minutes
November 5, 2020**

Call Meeting to Order

The meeting was called to order by Donna Ashley at 5:30pm through a virtual zoom meeting due to COVID-19.

Roll Call of Members

Policy Council Members: April Robinson, Theresa Hicks, Katie Fitton, Sarah Ngiraibiochel

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

Approval of Minutes

A motion was made by April Robinson and seconded by Sarah Ngiraibiochel to approve the February 18, 2020 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.

A motion was made by Katie Fitton and seconded by April Robinson to change the bylaws to increase the total number of terms a parent can serve from three to five.

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, 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

Vickie Willis discussed the procedures for recruitment and hiring of new employees and the role of the Policy Council members. A motion was made by April Robinson and seconded by Katie Fitton to approve the hiring of the following applicants as Head Start employees. All ayes. Motion carried.

Name & Position

LaToya Jordan	Health Coordinator
Mindy Morris	Kitchen Assistant
Alexus Dokken	Teacher Assistant
Hayley Folsom	Teacher Assistant
Nicole Berg	Classroom Aide

Name & Position

Elizabeth Rabe	Classroom Aide
Denise Reed	Classroom Aide
Rinad Shawakha	Classroom Aide
Maya Brewster	Classroom Aide
Alexis Walker-Cortez	Classroom 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 April Robinson and seconded by Katie Fitton to approve the following election of new Officers. All ayes. Motion carried.

President: Theresa Hicks

Secretary: Katie Fitton

Vice President: April Robinson

Treasurer: Sarah Ngiraibiochel

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 April Robinson and seconded by Katie Fitton 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 received a copy of the Funding Letter and Donna discussed what the 2021/2022 might look like. Members were asked to give their input on any changes they would like to see. Members will be receiving the 2021/2022 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 Early Learning Scale Assessment tools. Members received a copy of the proposed School Readiness goals. A motion was made by April Robinson and seconded by Katie Fitton to approve the School Readiness goals. All ayes. Motion carried.

Lindsey Markle talked about Ready Rosie and how the program is using it as a resource for families and staff.

Parent Committee Reports

Parent committees met virtually through Zoom 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 to represent their center. There was a guest speaker at each of the meetings that provided educational activities for the parents. Teachers and Family Engagement Coordinators provided classroom updates and information on upcoming events.

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

At the Pekin Parent Committee meeting, Kim, one of the program's Family Engagement Coordinators, discussed the various services offered by Tazwood Community Services. Kim also introduced Conscious Discipline and had parents make four Breathing Technique cards (balloon, pretzel, drain, star) to use at home.

New Business for Next Month's Agenda

2021/2022 Grant Application

Menu for Next Month

Door Prize Winners

Congratulations to Sarah Ngiraibiochel

Meeting Adjourned at 7:00pm

The next Policy Council meeting will be a zoom meeting on December 10, 2020 at 5:30PM.

Policy Council Secretary _____ Date _____