

**Tazewell-Woodford Head Start
Policy Council Minutes
February 24, 2021**

Call Meeting to Order

The combination In-Person / Zoom meeting, due to COVID-19, was called to order by Theresa Hicks at 5:30 PM at the Family Center in East Peoria.

Roll Call of Members

Policy Council Members: April Robinson, Theresa Hicks, Elizabeth Siebert, Josh Harper,
Melissa Bale

Visitors: Shawn Doerr, Jessie Grieves, Sarah Barnard, Mark Siebert, Aliya Thompson

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

Approval of Minutes

Motion made by April Robinson and seconded by Melissa Bale to approve the December 10, 2020 and January 21, 2021 minutes as typed. All ayes. Motion carried.

Head Start Governance

Donna Ashley discussed the program's Self-Assessment process. Progress towards goals is continuously monitored throughout the year. During the Self-Assessment process, progress towards achieving goals is evaluated using the data collected and then new goals are set. Members will have the opportunity to participate in the self-assessment to 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, 2021. They also received the SF-425 Quarterly and Mid-Year Financial Reports.

b. **Monthly Attendance Report** – Members reviewed program attendance for January 2021

c. **Personnel Committee Report**

A motion was made by April Robinson and seconded by Josh Harper to approve the hiring of the following applicant as a Head Start employee. All ayes. Motion carried.

Name & Position

Ashleigh Gipson

Teacher Aide

Program Business

Donna Ashley discussed the program's plans to submit grant applications for COLA and Supplemental COVID-19 Funds. The COLA would be used to increase staff salaries and fringe benefits to align with the increased minimum wage requirements. The Supplemental Funds will be used to prevent, prepare for, and respond to COVID -19.

Donna Ashley reviewed the YTD Inkind Report and discussed the need to request a waiver for a portion of the required Inkind. The program will be unable to reach the amount needed due to COVID-19 restrictions that limits the opportunities for family and community support. A motion was made by April Robinson and seconded by Josh Harper to submit the request for an Inkind Waiver. All ayes. Motion carried.

Lindsey Markle proposed changes to the point system used in the Selection Criteria to fill vacant slots. A motion was made by Josh Harper and seconded by April Robinson to accept the proposed changes. All ayes. Motion carried.

Members received a copy of the current Personnel Policies to review and discuss at the next meeting. Proposed revisions will be discussed and voted on at that time.

Parent Committee Reports

The program's Family & Community Engagement Manager, Lindsey, came to the Family Center, Creve Coeur, and Robein Parent Committee meeting to talk about Policy Council and to share information from the last meeting. Suzy, one of the program's Family Engagement Specialists, reminded parents to watch for flyers for the Eat, Play, and Grow program coming up. She also talked about Superman day and asking families to send in pictures for the facebook slideshow. One of the parents talked about the fun video they did with their child using Ready Rosie activities. This month's Make It Take It Activity focuses on letter recognition and writing.

Suzy, one of the program's Family Engagement Specialists, also attended the Eureka Parent Committee to share information about the Eat, Play, and Grow program. She talked about the upcoming Superman Day and asked parents to send in pictures of their child with the Super Man in their life. Julie, the Eureka classroom teacher, did two Make It Take It with the parents to help them work with their child on letter recognition and writing.

New Business for Next Month's Agenda

Review and Approve COLA and Supplemental COVID-19 Grants and proposed Personnel Policies revisions

Menu for Next Month

Door Prize Winners

Congratulations to Elizabeth Seibert

Adjournment

Meeting adjourned at 6:30

The next Policy Council meeting is scheduled for March 18, 2021 at 5:15 PM at the Family Center.

Policy Council Secretary _____ Date _____