

**Tazewell-Woodford Head Start
Policy Council Minutes
March 18, 2021**

CALL MEETING TO ORDER

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

ROLL CALL OF MEMBERS

Policy Council Members- April Robinson, Jessie Grieves, Sarah Russell (*Quorum was not present so members voted on motions to be approved through email communication.*)

Visitors – Shawn Doerr, Ana Maria Acevedo, Victoria Therrell

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

APPROVAL OF MINUTES

Members electronically approved the February 24, 2021 minutes.

PROGRAM GOVERNANCE

Donna Ashley gave members a handout explaining the Self-Assessment Process. The timeline was revised to allow the data collection to be based on single program years.

ADMINISTRATIVE BUSINESS

a. Program Financial Report

Members received and discussed the Budget, Inkind, USDA Reimbursement, Credit Card Expenditures, and Monthly Attendance reports for the period ending February 28, 2021.

b. Personnel Committee Report

No new employees

PROGRAM BUSINESS

Donna Ashley discussed the proposed COLA grant application. The additional funds will allow the program to give staff a 1.22% COLA increase. Members electronically approved the proposed COLA grant application.

Donna Ashley reviewed the Personnel Policies members received at the last meeting and discussed the proposed change to the Sick and Personal Time policy. No other changes were proposed. Members electronically approved the proposed change to the Personnel Policies.

Donna Ashley emailed members a copy of the different Program Plans and explained how they are used to guide program operations. Members were asked to review the plans before next month's meeting to make recommendations for any changes that may be needed.

PROGRAM UPDATES

Jamie Lowe gave members a copy of the Program Outcomes that were collected in February for the School Readiness Goals. Members were asked if they needed assistance contacting the kindergarten their child will be attending.

Donna Ashley shared the highlights from the Fire Marshall's report. The program will need to replace the hallway doors and make modifications to the stairway offices and various storage areas to be in compliance with new regulations. The renovations are expected to cost over \$100,000.

Lindsey Markle told members the parent activity, Meals and Mingle, was very successful and they are planning to have another parent activity before the end of the school year. She also talked about the recruitment for next year's enrollment.

PARENT COMMITTEE REPORTS

Suzy, one of the program's Family Engagement Coordinators, came to the combined Family Center, Creve Coeur, and Robein Parent Committee meeting. She presented a math focused Make It Take It activity, 5 Little Raindrops. The families received math matching cards and supplies to make puppets to go along with the activity. The teachers gave updates for each of the classrooms.

Kim, one of the program's Family Engagement Coordinators, came to the combined Pekin and Green Valley Parent Committee meeting. She talked to the parents about the upcoming Kindergarten Round Ups and reminded them about all the resources available to them through the Ready Rosie program. The teachers gave updates for each of the classrooms. Afterwards, Kim presented a Make It Take It activity for learning to recognize letters. She talked about how children learn through play and gave examples of how to use everyday interactions with their child.

Julie and Tiffany, the classroom teachers, and Suzy, one of the program's Family Engagement Coordinators, helped the parents at the Eureka Parent Committee meeting make Kindergarten Transition games. The Crocodile game reinforces shape and number recognition. The Raindrop fingerplay helps children working on color recognition, counting and rhyming.

NEW BUSINESS FOR NEXT MONTH'S MEETING

MENU FOR NEXT MONTHS MEETING

BBQ

DOOR PRIZE WINNERS

Congratulations to Jessie Grieves

ADJOURNMENT

Meeting was adjourned at 6:25 p.m.

The next Policy Council Meeting is scheduled for Thursday, April 15, 2021 at the Family Center.

Policy Council Secretary _____ Date _____