

**Tazewell-Woodford Head Start
Policy Council Minutes
April 15, 2021**

CALL MEETING TO ORDER

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

ROLL CALL OF MEMBERS

Policy Council Members- April Robinson, Theresa Hicks, Sarah Russell, Deb Rathmel

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

Visitors – none

APPROVAL OF MINUTES

Motion was made by Sarah Russell and seconded by April Robinson to approve the March 18, 2021 minutes as typed.

PROGRAM GOVERNANCE

Donna Ashley reported the 2021/2022 Continuation Grant was awarded and the COLA grant was ready to be submitted. The program will also be able to submit two additional grants to prevent, prepare for, and respond to Covid-19.

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 March 31, 2021.

b. Personnel Committee Report

No new employees

PROGRAM BUSINESS

Program Managers discussed the Program Plans that members received at the last meeting and reviewed the proposed revisions. A motion was made by April Robinson and seconded by Deb Rathmel to approve the proposed changes. All ayes. Motion carried.

Donna Ashley presented a proposal to collaborate with Hensey School next school year. Hensey would provide a rent-free classroom and special education services. If accepted, the program would then close the Green Valley site that has been struggling with enrollment. A motion was made by Deb Rathmel and seconded by Sarah Russell to approve the classroom changes for next year. All ayes. Motion carried.

Lindsey Markle talked about the current year Family Handbook and Calendar. Members were asked about any changes they feel would be helpful to new parents coming into the program. One of the suggestions made was to add the special events to the calendar so parents would have more time to prepare for Spirit Week, Dr. Seuss's Birthday, etc.

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 MONTH'S MEETING

Member Appreciation Dinner

DOOR PRIZE WINNERS

Congratulations to Deb Rathmel

ADJOURNMENT

Meeting was adjourned at 6:30 p.m.

Next Policy Council Meeting will be Thursday, May 20, 2021 at 5:30pm at the Family Center.

Policy Council Secretary _____ Date _____