

**Tazewell-Woodford Head Start
Policy Council Minutes
April 21, 2022**

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- Mattea Sorenson, Zora Williams, Theresa Hicks, Kathy Brinker,
SaraRussell, Sarah Ngiraibiochel

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 Zora Williams to approve the March 17, 2022 minutes as typed.

PROGRAM GOVERNANCE

Donna Ashley reported the program recently received instructions for submitting a grant application for a 2.28% COLA and for additional funds to be used for Quality Improvement. Most of the funding would be used to increase current salaries to compete with the rise in minimum wage. The remaining funds would be used towards the rising cost of utilities, fuel, health insurance, etc. Members will review and approve the grant application before it's submitted.

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, 2022.

b. Personnel Committee Report

No new employees

PROGRAM BUSINESS

Donna Ashley told members the program qualified for a Workforce Bonus sponsored through INCCRRA. She presented a written procedure for distributing the bonus to both full and part time employees. A motion was made by Sarah Russell and seconded by Zora Williams to approve the proposed system for distributing the bonus. All ayes. Motion carried.

Donna Ashley discussed the Personnel Policies that members received at the last meeting and reviewed the proposed revisions. A motion was made by Zora Williams and seconded by Sarah Russell to approve the proposed changes. 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 incorporate more information about Learning Genie. Lindsey will also add information about where parents would pick their child up in the event of an emergency situation.

Jamie Lowe shared information about the upcoming Family Night Activity on May 12th for families to celebrate their child's transition to kindergarten.

PARENT COMMITTEE REPORTS

Suzy, one of the program's Family Engagement Coordinators, came to the combined Family Center, Creve Coeur, Hensey, and Robein Parent Committee meeting. She presented an emotion focused Make It Take It activity with Tucker Turtle. The families received felt supplies to make the different emotions to use while reading the book to their child. Each of the teachers provided classroom updates.

Kim, one of the program's Family Engagement Coordinators, came to the Pekin Parent Committee meeting. She talked to the parents about the upcoming Kindergarten celebration and presented a Make It Take It activity using blue and orange legos to make letter and number recognition games with the parents. Kim also talked about Child Abuse Awareness Day, the Week of the Young Child, and the upcoming Art Walk Event. Each of the teachers provided classroom updates.

Julie, the classroom teacher, and Suzy, one of the program's Family Engagement Coordinators, talked to the parents at the Eureka Parent Committee meeting about Child Abuse Awareness and Prevention. They invited a guest speaker, Zeke, from Bikers Against Child Abuse to talk about the services they provide to empower abused children. Julie also talked about the upcoming events for April.

NEW BUSINESS FOR NEXT MONTH'S MEETING

Members chose which Program Plan to review and give their input at the next meeting.

Theresa – Education and Health, Sarah N. - Family & Community Engagement,

Zora – Transportation, Mattea – Transportation & ERSEA, Sarah R. - Fiscal

MENU FOR NEXT MONTH'S MEETING

Member Appreciation Dinner/Taco Bar

DOOR PRIZE WINNERS

Congratulations to Sarah Russell & Sarah Ngiraibiochel

ADJOURNMENT

Meeting was adjourned at 6:25 p.m.

Next Policy Council Meeting will be Thursday, May 19, 2022 at 5:30pm at the Family Center.

Policy Council Secretary _____ Date _____