

**Tazewell-Woodford Head Start
Policy Council Minutes
March 29, 2023**

CALL MEETING TO ORDER

The meeting was called to order by Johnnie Harrison at 5:30PM at the Family Center in East Peoria.

ROLL CALL OF MEMBERS

Policy Council Members- Sarah Ngiraibiochel, Jessica Grieves, Johnnie Harrison, Chelsea Zook, Becci Lee

Visitors – Kim Smith

Head Start Staff- Donna Ashley, Lindsey Markle

APPROVAL OF MINUTES

Motion made by Chelsea Zook and seconded by Sarah Ngiraibiochel to approve the February 23, 2023 minutes as typed. All ayes. Motion carried.

PROGRAM GOVERNANCE

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, 2023.

b. Monthly Attendance

Members reviewed program attendance for February 2023

c. Personnel Committee Report

No new employees

PROGRAM BUSINESS

Donna Ashley reviewed the current Personnel Policies and discussed a proposed change to require staff, that use their personal vehicle for program business, to maintain proof of current auto insurance. Another change was proposed to allow part-time employees to accumulate sick and personal time in accordance with the new law going into effect January 2024. A motion was made by Chelsea Zook and seconded by Sarah Ngiraibiochel to approve the proposed personnel policy changes. All ayes. Motion carried.

Donna Ashley reviewed the proposed COLA and Quality Improvement grant application. The additional funds would be used to give staff an increase of 5.6% and to continue employing the 13 Classroom Aides for 5 hours a day. A motion was made by Jessie Grieves and seconded by Chelsea Zook to submit the proposed grant application. All ayes. Motion carried.

PROGRAM UPDATES

Members discussed the February Child Outcomes for the School Readiness Goals and compared them to ones received in October.

PARENT COMMITTEE REPORTS

Amanda, one of the program’s Family Engagement Coordinators, shared information with the Family Center parents about the effects of screen time on children. She helped the parents brainstorm ideas on alternative ways to help children self-regulate.

Suzy, one of the program’s Family Engagement Coordinators, helped the parents from the Creve Coeur, Hensey, and Robein sites come up with a schedule for their End of the School Year Event. The children will take a “field trip” to the Family Center to play in the gym and have a fun day with games, popcorn, snow cones, and inflatable bouncy houses.

Pekin Parent Committee had a guest speaker at their last meeting. Lisa Maynard, Illinois Neurologist Institute, did a presentation on Distracted and Impaired Driving. She did a hands-on demonstration with the parents using googles that simulated someone’s vision under the influence of drugs or alcohol.

Teachers were present at each of the Parent Committee meetings to give classroom and center updates.

NEW BUSINESS FOR NEXT MONTH’S MEETING

Program Plans revisions

MENU FOR NEXT MONTHS MEETING

Michael’s (no subs)

DOOR PRIZE WINNERS

Congratulations to Kim Smith and Becci Lee

ADJOURNMENT

Meeting was adjourned at 6:55 p.m.

The next Policy Council Meeting is scheduled for Thursday, April 27, 2023 at the Family Center.

Policy Council Secretary _____ Date _____