

**Tazewell-Woodford Head Start
Policy Council Minutes
October 24, 2023**

Call Meeting to Order

The in-person meeting was called to order by Donna Ashley at 5:30pm.

Roll Call of Members

Policy Council Members: Sarah Ngiraibiochel, Tiffany Algas, Jessie Grieves, Miranda Ehrat,
Summer Barnes, Candace Taylor, Tonya Aldridge

Visitors: Kim Smith

Head Start Staff: Donna Ashley, Vickie Willis, Lindsey Markle, Julie Dennis

Approval of Minutes

A motion was made by Jessie Grieves and seconded by Sarah Ngiraibiochel to approve the May 18, 2023 minutes.

Head Start Governance

Donna Ashley presented the Agency's History, their Mission and Vision, the Organizational Structure, and the Head Start Management Wheel. She discussed the roles and responsibilities of the Policy Council and Governing Board members and the Internal Dispute Resolution.

Members received a Policy Council Handbook that included the Policy Council By-Laws, the 1301 management plan, the Head Start Program Governance Reference Book, and other informational handouts about the Internal Dispute Resolution, Parent and Community Grievance Procedures, and Parliamentary Procedures.

Donna Ashley explained the roles and responsibilities of the Policy Council Officers, and members were asked to make nominations for each position. A motion was made by Tiffany Algas and seconded by Miranda Ehrat to approve the following election of new Officers. All ayes. Motion carried.

President: Sarah Ngiraibiochel
Vice President: Candace Taylor

Secretary: Jessie Grieves
Treasurer: Summer Barnes

Administrative Business

a. Program Financial Reports

Vickie Willis went over the information on the program financial reports which included the Budget, USDA Reimbursement, Credit Card expenditures, Inkind report, the Annual Audit conducted by Heinold-Banwart, Ltd., the ACF Performance Progress Report submitted for the COVID funds, the SF-425's for the COVID funds and the Final SF-425 Federal Financial Report for the program's continuation grant.

b. Monthly Attendance Report – Lindsey Markle gave members a copy of the classroom attendance for September and discussed the program's procedures for monitoring and following up on attendance.

c. Personnel Committee Report

Vickie Willis discussed the procedures for recruitment and hiring of new employees and the role of the Policy Council members. A motion was made by Jessie Grieves and seconded by Summer Barnes to approve the hiring of the following applicants as Head Start employees. All ayes. Motion carried.

Name & Position

Kristi Hubbs	Teacher
Jacqueline Sippel	Teacher
Annalyn Eberle	Clerical Assistant
Diamond Basfield	Classroom Aide
Cathy Lyon	Classroom Aide
Hannah Rhodes	Classroom Aide
Janel Ziegenhorn	Classroom Aide

Name & Position

Ashley Lambert	Teacher
Amy Schroeder	Teacher
Morgan Smith	Custodian Assistant
Alicia Eggena	Classroom Aide
Melissa Massie	Classroom Aide
Theresa Whelan	Classroom Aide

Program Business

Donna Ashley explained how the Program Self-Assessment was conducted this year and how the information is used for setting Program Goals. A motion was made by Jessie Grieves and seconded by Miranda Ehrat to approve the Program goals. All ayes. Motion carried.

Donna Ashley discussed how the information from the Community Assessment is used to write the grant application to fund the program each year. Members received a copy of the Funding Letter and Donna discussed what the 2024/2025 program year might look like. Members were asked to give their input on any changes they would like to see. Members will receive the proposed grant to review before the next meeting.

Julie Dennis discussed the Brigance Screening and the play-based, hands-on classroom curriculum the teachers use in the classroom, the process for collecting data to use for Child Outcomes, and how it relates to Head Start Early Learning Standards and the Early Learning Scale Assessment. Members received a copy of the proposed School Readiness goals. A motion was made by Tiffany Algas and seconded by Summer Barnes to approve the School Readiness goals. All ayes. Motion carried.

Lindsey Markle talked about Learning Genie and how the program is using it as a resource for families and staff.

Parent Committee Reports

Parent committees met during September and October to discuss things they could do together for their children and their centers this school year. Each of the committees elected their officers and a Policy Council member to represent their center. Tazwood came to each of the meetings to provide the parents with information on the services they provide. The Family Engagement Coordinators talked about how to use Learning Genie and asked for input on educational activities for upcoming meetings. The Teachers provided classroom updates and information on upcoming events.

New Business for Next Month’s Agenda

2023-2024 Grant Application / Community Assessment

Menu for Next Month

Moe’s (Beef / Chicken bar, sides)

Door Prize Winners

Congratulations to Candace Taylor and Maranda Ehrat

Meeting Adjourned at 7:08PM

The next Policy Council meeting will be on December 5, 2023 at 5:30PM

Policy Council Secretary _____ Date _____