

Tazewell-Woodford Head Start
Policy Council Minutes
December 5, 2023

Call Meeting to Order

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

Roll Call of Members

Policy Council Members: Sarah Ngiraibiochel, Michael Bruner, Summer Barnes, Miranda Ehrat, Kirsten Wagner, Tonya Aldridge

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

Visitors: Amanda Bruner, Kim Smith

Approval of Minutes

A motion was made by Tonya Aldridge and seconded by Summer Barnes to approve the October 24, 2023 minutes as typed.

Head Start Governance

Donna Ashley reviewed the Policy Council Handbook and Management Plan that members received at the last meeting. A motion was made by Tonya Aldridge and seconded by Miranda Ehrat to approve the handbook. All ayes. Motion carried.

Administrative Business

a. Financial Reports

Vickie Willis went over the information on the program financial reports which included the Budget, USDA Reimbursement, Credit Card expenditures, and Inkind Reports for the period ending November 30, 2023.

b. Monthly Attendance

Members received the monthly classroom attendance report.

c. Personnel Committee Report

A motion was made by Michael Bruner and seconded by Miranda Ehrat to approve the hiring of the following applicants as Head Start employees. All ayes. Motion carried.

Name & Position

Alexus Dokken	Teacher Assistant
Jaleecia Logan	Classroom Aide

Program Business

Julie Dennis explained the Early Learning Scale that is the assessment tool being using this year. She gave members a copy of the Program Outcomes for School Readiness Goals collected in October. Data for Program Outcomes is collected and reported on three times a year.

Donna Ashley discussed the information collected from the Community Assessment and the Self-Assessment each year and how it guides program planning and goal setting. Based on this information, Donna proposed to continue working on the current Program Goals and to add a new goal to support Mental Health of the children, families, and staff. A motion was made by Miranda Ehrat and seconded by Summer Barnes to approve the proposed Program Goals. All ayes. Motion carried.

Donna Ashley reviewed the 2024/2025 Grant application that was discussed at the last meeting. The proposed Grant Application would provide services to 234 children in 13 full day classrooms at 6 locations. A motion was made by Tonya Aldridge to approve the proposed Grant Application. The motion was seconded by Summer Barnes. All ayes. Motion carried.

Under program updates, Lindsey Markle talked about the Christmas Around the World event coming up next week for the families.

Under program updates, Lindsey Markle talked about the upcoming Eat Healthy, Stay Active workshop that will be offered to the parents.

Under program updates, Lindsey Markle let members know that Give Kids A Smile Day is February 2nd.

Parent Committee Reports

At the meetings, parents learned about the Pyramid model and the breathing techniques used at school and made a Tucker Turtle Solution Kit to take home. The Health Coordinator came to the Family Center meeting and gave a presentation about the colds and viruses going around this time of year and things you can do to get through it. The Teachers provided classroom updates and information on upcoming events. Each of the committees decided on a special December activity for the children as a Christmas gift.

New Business for Next Month's Agenda

Menu for Next Month

No suggestions

Door Prize Winners

Congratulations to Michael Bruner and Kim Smith

Adjournment - Meeting adjourned at 7:10PM

The next Policy Council meeting will be on January 23, 2024 at 5:30PM.

Policy Council Secretary _____ Date _____