

**Tazewell-Woodford Head Start  
Policy Council Minutes  
April 23, 2024**

**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: Quorum was present - Sarah Ngiraibiochel, Michael Bruner, Tiffany Algas, Jessie Grieves, Summer Barnes, Miranda Ehrat, Candace Taylor, Tonya Aldridge

Visitors – Amanda Bruner, Kim Smith

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

**APPROVAL OF MINUTES**

Motion was made by Miranda Ehrat and seconded by Michael Bruner to approve the March 19, 2024 minutes as typed. All ayes. Motion carried.

**PROGRAM GOVERNANCE**

Donna Ashley discussed the roles of the current members until the new Policy Council members are elected next program year.

Donna Ashley discussed the program self-assessment process that will be done next month with staff, governing board members, and policy council members.

**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, 2024.

**b. Personnel Committee Report**

No new employees

**PROGRAM BUSINESS**

Members discussed the Program Plans they received to review prior to the meeting and made suggestions for revisions. Managers presented additional revisions needed for each of the plans. A motion was made by Candace Taylor and seconded by Michael Bruner to approve the proposed changes. All ayes. Motion carried.

Lindsey Markle gave members a copy of the Parent Handbook that families receive before their child's first day of school. Members discussed what was helpful and what could be explained better when the handbook is prepared for the new school year. It was suggested that members take the handbooks home to take a better look and discuss it again at the next meeting.

**PARENT COMMITTEE REPORTS**

Pekin Parent Committee had a guest speaker, Debbie Harris, from the HULT Center for Healthy Living. Debbie did a presentation on good nutrition and healthy teeth. She gave each of the families a packet that included a toothbrush, floss, toothpaste, and some additional information. Ms. Kim, our Family Engagement Coordinator, had the parents do a make it take it project that went along with the presentation.

Eureka Parent Committee received information about water safety around the house, around pools, and out camping from Ms. Suzy, our Family Engagement Coordinator. Families also discussed their End of the Year activities. The children will have frozen yogurt with toppings, and a Scavenger Hunt and a 3 in 1 game will be provided by the parents.

Family Center Parent Committee voted for their end of the year activity, they will put together a bag of summer/outdoor items for each child.

Creve Coeur, Hensey, and Robein Parent Committee discussed the schedule for their Fun Day activities at the Family Center. Parents will sign up to help out with the event.

**NEW BUSINESS FOR NEXT MONTH’S MEETING**

Revisit Parent Handbooks

**MENU FOR NEXT MONTH’S MEETING**

Surprise menu for EOY meeting

**DOOR PRIZE WINNERS**

Congratulations to Michael Bruner and Kim Smith

**ADJOURNMENT**

Meeting was adjourned at 6:30 p.m.

**The next Policy Council meeting is scheduled for Tuesday, May 14<sup>th</sup> at the Family Center in East Peoria.**

**Policy Council Secretary \_\_\_\_\_ Date \_\_\_\_\_**