

**Tazewell-Woodford Head Start  
Policy Council Minutes  
May 14, 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 – Michael Bruner, Sarah Ngiraibiochel, Tiffany Algas, Jessie Grieves, Candace Taylor, Tonya Aldridge

Visitors – Kim Smith

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

**APPROVAL OF MINUTES**

Motion was made by Tonya Aldridge and seconded by Michael Bruner to approve the April 23, 2024 minutes as typed. All ayes. Motion carried.

**PROGRAM GOVERNANCE**

As part of the program's Self-Assessment, Donna Ashley presented data collected this year and discussed how it drives the decision making of the program as it prepares for a new school year. Members gave their input on program improvements to include in the Self-Assessment. One of the suggestions was to go back to having the parents come to the school for Parent Orientation to get additional information about the class and the program, about Policy Council and Parent Committee, about the night events, and about volunteering and how it counts as Inkind for the program. Members also discussed ways to increase participation in the parent meetings and night events, and classroom volunteering.

**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 April 30, 2024. Members also received and discussed the SF-425 Federal Financial Report for the End of the Fiscal Year.

**b. Personnel Committee Report**

No new employees

**PROGRAM BUSINESS**

Donna Ashley let members know the program received a letter from the Office of Head Start notifying them they'll be receiving a 2.35% COLA. The additional funding must be used to increase pay scales of current and future employees and to offset increases in fringe benefits and other operating costs.

At the last meeting, 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 if there were any things what could be explained better when the handbook is prepared for the new school year.

**PARENT COMMITTEE REPORTS**

Parent committees met during April and May to discuss End of the Year activities they could do for their children and their centers. Each of the committees worked with their Parent Engagement Coordinator to plan a Fun Day for the last week of school.

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

**MENU FOR NEXT MONTH'S MEETING**

**DOOR PRIZE WINNERS**

All members received an appreciation gift

**ADJOURNMENT**

Meeting was adjourned at 7:00 p.m.

**The next Policy Council meeting for current and prospective members will be held in October at the Family Center in East Peoria. The actual date will be announced at the Parent Committee meetings in September. Our current Policy Council members will receive a notification by mail or email if any additional meetings need to be called before that time.**

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