

**Tazewell-Woodford Head Start  
Policy Council Minutes  
October 22, 2024**

**Call Meeting to Order**

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

**Roll Call of Members**

Policy Council Members: Quorum was present – Desiree Pfeiffer, Summer Barnes, Candace Taylor, Elizabeth Stapleton, Evyn Canada

Visitors: Tonya Aldridge, Josie Ehrat, Emily Broadfield

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

**Approval of Minutes**

A motion was made by Candace Taylor and seconded by Summer Barnes to approve the May 14, 2024 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.

Members received the 2023-2024 Annual Report.

**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., and the midyear 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 Summer Barnes and seconded by Evyn Canada to approve the hiring of the following applicants as Head Start employees. All ayes. Motion carried.

Name & Position

Nakeyia Hunter	Teacher
Marissa Valencia	Classroom Aide
Bailey Stoner	Classroom Aide

Name & Position

Erin Mikula	Teacher
Marissa Jackson	Classroom Aide
Tonya Aldridge	Classroom Aide

## **Program Business**

Donna Ashley reported the program received the 2.35% COLA discussed at the May meeting to increase salaries and to offset the increased costs of fringe benefits and building occupancy. The program also received \$20,273 in health and safety funds to address fire code violations. A motion was made by Desiree Pfeiffer and seconded by Evyn Canada to approve the proposed use of funds. All ayes. Motion carried.

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 Evyn Canada and seconded by Desiree Pfeiffer 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 2025/2026 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 Candace Taylor and seconded by Desiree Pfeiffer 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.

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 Elizabeth Stapleton and seconded by Evyn Canada to approve the following election of new Officers. All ayes. Motion carried.

President: Candace Taylor  
Vice President: Evyn Canada

Secretary: Elizabeth Stapleton  
Treasurer: Summer Barnes

## **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. At the Eureka parent committee meeting, Sarah Moore, the Early Learning Coordinator, did a presentation on the Pyramid Model used in the classrooms to help children learn different ways to calm themselves and to express their emotions. The Teachers provided classroom updates and information on upcoming events.

## **New Business for Next Month's Agenda**

2025-2026 Grant Application

## **Menu for Next Month**

Red Robin or Panera

## **Door Prize Winners**

Congratulations to Elizabeth Stapleton and Candace Taylor

## **Meeting Adjourned at 6:59PM**

**The next Policy Council meeting will be on December 3, 2024 at 5:30PM**

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