

Tazewell-Woodford Head Start
Policy Council Minutes
December 3, 2024

Call Meeting to Order

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

Roll Call of Members

Policy Council Members: Quorum was present – Elizabeth Stapleton, Evyn Canada, Patricia Pepper, James Garber, Summer Barnes, Candace Taylor

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

Visitors: Josie Ehrat, Amy Schroeder

Approval of Minutes

A motion was made by James Garber and seconded by Patricia Pepper to approve the October 22, 2024 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 Patricia Pepper and seconded by Elizabeth Stapleton 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, 2024.

b. Monthly Attendance

Members received the monthly classroom attendance report.

c. Personnel Committee Report

No new employees

Program Business

Julie Dennis explained the Early Learning Scale that is the assessment tool being used 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 and reported on the annual PIR (Program Information Report). The PIR assists programs in recognizing low performing areas based on state and national comparisons with other Head Start programs. Our program uses that information as a guide for program planning and goal setting.

Donna Ashley reviewed the 2025/2026 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 Elizabeth Stapleton to approve the proposed Grant Application. The motion was seconded by Evyn Canada. All ayes. Motion carried.

Under program updates, Lindsey Obergfel talked about the Polar Express event coming up next week for the families.

Parent Committee Reports

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.

The Pekin Parent Committee had a special visitor, Tucker Turtle, at their November meeting. Tucker and Ms. Jenny, the Early Learning Coordinator, did a presentation on the Tucker book that's used at school to teach the children social-emotional skills and breathing techniques.

The Family Center, Creve Coeur, Hensey, and Robein Parent Committees did a Make It Take It activity to help children build on their literacy and math skills.

The Eureka Parent committee was rescheduled for December 5th.

New Business for Next Month's Agenda

Menu for Next Month

Soup and sandwiches

Door Prize Winners

Congratulations to Elizabeth Stapleton and Summer Barnes

Adjournment - Meeting adjourned at 6:33PM

The next Policy Council meeting will be on January 21, 2025 at 5:30PM.

Policy Council Secretary _____ Date _____