
Policy Council Meeting Minutes

April 22, 2021 4:30pm

Via Electronic Format

1. Welcome & Introductions

On the night of April 22 during the regularly scheduled meeting only one Policy Council member was able to attend. Since quorum would not be met, it was decided to send the meeting out in an electronic format.

2. The following agenda items were reviewed and approved on April 23, 2021 and quorum was met.

Approvals were as follows:

Approval – 11

Nay – 0

Did not respond – 7

- PC Meeting Agenda
- Minutes from the March Meeting
- Directors Report
 - HS Report
 - EHS & HB Report
 - Family Services Report
 - Health Services Report
 - Operations Report
 - HR Report
- Finance Reports
- Guide to a Safe Start 4.0
- Intent to Purchase – Millburg
- Policies and Procedures
 - Cultural Competency Plan
 - 303.1 Attendance Reporting
 - 304.1 Communication between FA & HV
 - 307.1 Enrollment Drop
 - 314.1 Volunteer Background Checks
 - 315.1 Waitlist Updates
 - 501.1 Active Supervision
 - 502.1 Center Monitoring Checklist
 - 503.1 CLASS Observation
 - 506.1 Classroom Arrangement
 - 507.1 Classroom Inventory
 - 508.1 Classroom Observation Checklist
 - 509.1 Classroom Routines
 - 511.1 Conference-Home Visit
 - 512.1 Counting Kids
 - 513.1 Crisis Management and Drills
 - 514.1 Daily Transition
 - 515.1 Dual Language Families
 - 521.1 Identifying DLL or DLS
 - 523.1 Job Chart
 - 527.1 Playground Inspections
 - 599.1 Pandemic Learning Options

Approved: 5/21/2021

*Denotes approval needed

Tri-County Head Start Mission: *To be a vibrant and progressive educational agency supporting the development of children 0-5 years of age while promoting healthy family functioning for Head Start children and families in Berrien, Cass, and Van Buren Counties.*