



## Policy Council Meeting Minutes

**Date:** January 17, 2023

**Attendance:** Tabytha Carr, Jessica Bloom, Daniel Mencer, Gabrielle Decker, Betsy Llewellyn, Amy Wible, Heather Webber, Rachel Bakaysa, Rachel Spencer, Brittany Welder, Mark Wendel, Tasha Rockey, Angie Mullen, Jennifer Vingless

**Absent:** Misty Dickson, Josh Neff, Natosha Smith, Sara Lippert

**Notice of Quorum:** A quorum was present.

**Meeting Called to Order:** 12:02 PM

### Community Meeting

#### Meeting Rules:

- Respect others' opinions and suggestions.
- Listen with an open mind.
- Allow participants the opportunity to speak and finish their thoughts.
- Begin/end meetings on time.
- Be attentive at the meeting (limit cell phone use, avoid "side-bar conversations", stay focused).

**Seating of new members:** Rachel Parker

A Motion to accept the new members was made by Jessica Bloom. Second by Gabrielle Decker. Motion carried.

**Approval of Minutes:** An approval to accept the month of November Meeting Minutes was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried.

**Treasurers Report:** Given by: Tabytha Carr, Parent Engagement Coordinator.

**Budget Balance:** An explanation of the budget report was given to the representatives. The current balance of the Policy Council budget was \$17,234.13. The current balance of the Parent Account is \$18,180.00

A motion to accept the Treasurer's Report was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried.

**Service Area Training:** Fiscal, Angela Mullen, Chief Financial Officer

Angie discussed what is looked at when working on budgets. Many pieces need reviewed when starting a budget. Policy Council has a big part in this process, and must approve all changes.

Angie reviewed the Head Start standards and the role of Policy Council in more detail regarding credit card reports. She explained that they must ensure that administrative costs do not exceed 15% of the budget.

Angie went over the lines on the Head Start budget and provided a thorough explanation on what the numbers and percentages meant.

A motion to accept the Service Area training was made by Jessica Bloom. Second by Gabrielle Decker. Motion carried.

**Center Reports:**

Dubois EHS held a parent night. Parents came in and made mugs while babysitting was available for their children.

Penn Grampian attended a Christmas event at the Lions Club in December

Hyde is planning a skate station party

**Committee updates:**

Tabytha provided updates on committees:

**Health/Nutrition**-next meeting will be February 15<sup>th</sup> at 11:00 and lunch will be provided

**Education/Special Services**-no updates

**Interview/Personnel**-continuing to interview

**Family/Community Partnership**-Sean Rockmore will be reaching out next month to get volunteers for the Child Abuse Prevention Carnivals. These events are held at Dubois, Philipsburg, and Matternville. Looking for parent volunteers to help with food, serving food, set up, tear down, and games

**Building/Center**-purchased a building in St. Mary's for Pre-K classrooms. Explained that we were losing space in Fox Township Elementary and South St. Mary's. This new building has the space for three classrooms.

**PBIS Leadership Team**-next meeting is January 25<sup>th</sup> at 10:15

**Recruitment/Enrollment**-met last week. Reviewing draft of the community needs assessment and updated eligibility criteria points

**Budget Committee**-first meeting will be February 21<sup>st</sup> at 11:00

## Old Business

### Bylaw Updates

Tabytha reviewed suggestions made by the bylaws committee. It was suggested to add CenClear Board Member verbiage to the Voting Rights section and that the board representative should not have voting rights at Policy Council.

It was suggested to change verbiage under term of office on committee to “any CenClear Senior Leadership Member”

Mark informed the group that the mileage reimbursement rate could not exceed the Federal reimbursement rate. It was suggested to change the verbiage to “mileage will be paid to Policy Council representatives for attending Policy Council meetings and Policy Council business as designated by the Policy Council with the rate to be determined by the Policy Council, not to exceed the Federal reimbursement rate. It was suggested to remove the amount from the bylaws as for this changes yearly. The current mileage reimbursement rate is \$0.65 a mile.

Representatives agreed to the changes. An approval to accept the new Bylaws was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried

### New Business:

**New CEO and Preschool Director**-Mark Wendel is the new CEO and Amy Wible the new Preschool Director. This information was communicated out on Remind and approvals received through Remind weeks ago. We wanted to get the approval into meeting minutes. Mark discussed changes within the agency. He asked representatives to reach out if they had any suggestions for services needed in the community.

An approval to accept Mark Wendel as the CEO and Amy Wible as the Preschool Director was made by Jessica Bloom. Second by Gabrielle Decker. Motion carried

**Approval of EHS/HS/HSSAP Eligibility Criteria:** Tabytha discussed that the ERSEA committee met, reviewing the drafted version of the community needs assessment, looked at survey results from stakeholders, staff, and parents and discussed making the following changes to the eligibility criteria points.

EHS-Community Needs Assessment referred to pregnant mothers 20 and under. Current eligibility criteria points have 18 and under then 19 and over. It was discussed that eligibility criteria points should be changed to be 20 and under get 25 points and 21 and older get 15 points.

HS-Community Needs Assessment showed that there has been an increase in the English language learner community. The team felt that this population needed the preschool services to be able to access resources in the community. It was discussed to change eligibility criteria points to 50 for English Language Learners and Migrant (Non-immigrants).

Based on data in the Community Needs Assessment it was also discussed to increase eligibility criteria points for guardians currently incarcerated, on probation or on parole and guardians having current substance abuse to 20.

It was also discussed increasing eligibility criteria points for those children transitioning from EHS/EI to HS to 10 points.

An approval to accept the new EHS/HS/HSSAP Eligibility Criteria points was made by Gabrielle Decker. Second by Heather Webber. Motion carried.

**New Direction of Policy Council-**Tabytha discussed survey monkey results surrounding additional information Policy Council would like to learn about the Head Start standards. The representatives who participated in the survey all expressed they would like to learn more in all areas.

Mark discussed wanting to get Policy Council more involved in the process, make it more meaningful for them.

A few representatives expressed that they would like to get our more and speak with other parents about Policy Council and their experiences in effort to recruit more representatives

**Gathering at the Garden Event-**Tabytha reviewed the purpose of Activity Funds and ways Policy Council can be involved with the spending of those funds. A suggestion to hold Parent Engagement events at the center for all to be involved with. A few suggestions/ideas were shared. Representatives felt this was a great idea. It was decided to put together a committee to meet and plan the first event.

An approval to hold a Parent Engagement event was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried

**Community Needs Assessment Feedback-**will discuss in more detail at the next meeting.

## **Directors Report**

**Hires and Separations-** Hires and Separations were reported for November and December.

**HS and EHS Budget Report:** All representatives received a copy of the HS, HSSAP and EHS budget. Amy Wible, Preschool Director, explained the reports and where we are at this point in the year.

**Credit Card Expenses:** A summary of the credit card expenditures was given to the council and signed by Daniel Mencer, Chairperson.

**Statistics/Program Information:** A copy was given to all representatives. Amy explained the report to the Policy Council and encouraged the council to look over the report and bring any questions to Tabytha Carr.

**Enrollment/Recruitment:**

Still down children. Now accepting applications for the 23-24 school year.

An approval to accept the Director's report (HS and EHS Budget Report, Credit Card Expenses) was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried.

**Parent Engagement**

Tabytha discussed that Parent Activity Funds cannot be utilized for volunteer recognition gifts. Suggestions were given to bring back the volunteer recognition dinner/lunch, acknowledge parents at end of year celebrations. It was decided to give some thought to options and bring ideas to the next meeting.

Tabytha reminded staff to complete PG-19's for all PC business.

Tabytha discussed the January Reading Challenge

**Updates**

**PBIS/Sanctuary  
Cultural Equity Leadership  
Data  
Information Memorandums**

Due to time, it was decided to update at the next meeting

**Adjournment:** 1:51PM

A motion to adjourn was made by Jessica Bloom. Second by Gabrielle Decker. Motion Carried.

**Next Meeting:** February 21, 2023 at 12:00pm.

**Respectfully Submitted By:** Tabytha Carr