



November Policy Council Meeting Minutes

Date: November 9, 2021

Attendance: Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO, Mark Wendel, Tishawna Aljoe, Ashley Collins, Rachel Bakaysa, Sara Lippert, Augustine Garcia, Jessica Bloom, Betsy Llewellyn, Dawn Sedor, Dawn Kunsman, Tiffani Doane, Nathaniel Doane, Tasha Rockey, Shannon Smeal, Lyncoln McCarty

Absent: Angel Lefebvre, Joanie Martin

Notice of Quorum: A quorum was present.

Meeting Called to Order: 4:33pm.

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: Tasha Rockey, Rachel Bakaysa, Dawn Sedor, Nathaniel Doane

A Motion to accept the new members was made by Sara Lippert. Second by Ashley Collins. Motion carried.

Approval of Minutes: An approval to accept the month of October Meeting Minutes was made by Lyncoln McCarty. Second by Ashley Collins. Motion carried.

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

Budget Balance: An explanation of the budget report was given to the representatives. For the start of the year, the current balance of the Policy Council budget was \$16,540.50.

A motion to accept the Treasurer's Report was made by Sara Lippert. Second by Lincoln McCarty Motion carried.

Service Area Training: Self-Assessment/Transportation, Pauline Raab, CEO

Pauline discussed that we try to get as close to children's homes as possible for pick up/drop off. Bus routes are to be about 1 hour in length. A bus aide must be on the bus. State Police inspect all buses once a year. We have a mechanic department that inspects buses twice a year. We have Verizon Fleet Management that can track buses for safety. There are no cameras on the bus. Vans pick up IEP children only and this must be wrote into their IEP's.

Pauline talked about the self-assessment, the purpose, and what the information collected is used to determine. She talked about ChildPlus and how it has been able to address some concerns/problems that were coming up as part of the self-assessment. They will be receiving this survey around January.

A motion to accept the Service Area training was made by Ashley Collins. Second by Rachel Bakaysa. Motion carried.

Center Reports:

Houtzdale center is down an FSW and would like to see monthly activities.

Coalport had a Halloween party where the children dressed up in costumes and got treats. EHS did candy corn feet paintings.

Wingate did a Halloween party where the kids dressed up. They attended a PCC event at Bellefonte Parade and Fall Festival. In class, they are learning about trees and will be learning about clothes next. Parents have been asked to share events that they do during the holidays to share with the class.

Committee updates:

Health/Nutrition-no updates

Education/Special Services-no updates

Interview/personnel-ongoing

Family & Community Partnership-no updates

Building/Center-no updates

PBIS Leadership Team-next meeting is 11/22 from 3-4PM

Recruitment/Enrollment-no updates

Budget Committee-no updates

Old Business

Performance Indicator Report (PIR)

Pauline reviewed the PIR from last year. EHS is to a 224 enrolled and there were 257 children enrolled counting drops/transfers. Head Start is to have 672. We did not reach full enrollment due to Covid.

New Business:

Board Sponsored Raffle: Betsey pulled the winner. It was Karson Baroni from Grampian Pre-K class

Executive Committee Elections: Chair-Jessica Bloom. An approval to accept the election was made by Sara Lippert. Second by Lyncoln McCarty. Motion carried

Vice-Chair-Sara Lippert. An approval to accept the election was made by Ashley Collins. Second by Shannon Smeal. Motion carried

Secretary-Tishawna Aljoe. An approval to accept the election was made by Jessica Bloom. Second by Ashley Collins. Motion carried

Treasurer-Ashley Collins. An approval to accept the election was made by Augustine Garcia. Second by Lyncoln McCarty. Motion carried

Representative to the Board-Augustine Garcia. An approval to accept the election was made by Ashley Collins. Second by Rachel Bakaysa. Motion carried.

PBIS updates-Tabytha provided a brief description of PBIS Leadership Team

Hires and Separations- Hires and Separations were reported for September and October. An approval to accept the hires and separations was made by Ashley Collins. Second by Augustine Garcia. Motion carried.

Bylaw updates-A meeting will be scheduled for December to begin reviewing

Approval of Annual board report-Pauline discussed the annual board report.

An approval to accept the annual board report was made by Sara Lippert. Second by Ashley Collins. Motion carried.

Director's Report:

HS and EHS Budget Report: All representatives received a copy of the HS, HSSAP and EHS budget. Pauline Raab, CEO. explained the reports and where we are at this point in the year.

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

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

An approval to accept the director's report (budget report, statistics/program information, and credit card expenses) was made by Ashley Collins. Second by Rachel Bakaysa. Motion carried.

Enrollment/Recruitment:

Still down 80 children in Head Start. Concerns with not meeting full enrollment by January could result in retracted money.

Adjournment: 6:04pm.

A motion to adjourn was made by Sara Lippert. Second by Ashley Collins. Motion Carried.

Next Meeting: January 18, 2022 4-6PM

Respectfully Submitted By: Tishawna Aljoe, Secretary