



## Policy Council Meeting Minutes

**Date:** April 20, 2021

**Sign in:** Pauline Raab, Nikki Supenia, Chris Glace, Angela Mullen, Jessica Bloom, Tishawna Aljoe, Katelynn McAllister, Dawn Kunsman, Stephany Wallace, Shannon Smeal, Sara Lippert, Cathleen Bacon, Lyncoln McCarty, Betsy Llewellyn.

**Notice of Quorum:** A quorum was present. **Y** or N

**Meeting Called to Order:** The meeting was called to order at 4:43PM.

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:** No new members present to seat.

**Approval of Minutes-** An approval to accept the month of March Meeting Minutes was made by Sara Lippert. Second by Lyncoln McCarty. Motion carried.

### Treasurers Report:

Given by: Nikki Supenia

An explanation of the budget report was given to the representatives. For the month of March, the balance of the Policy Council budget was \$14,992.56

A motion to accept the Treasurer's Report was made by Katelynn McAllister. Second by Lyncoln McCarty. Motion carried.

## **Service Area Training-** Health/Nutrition topics with Chris Glace.

Chris presented a PowerPoint covering COVID-19 Vaccines.

Included in the PowerPoint: (information provided by the Department of Health and CDC websites.)

- Pennsylvania COVID-19 Dashboard, from the Department of Health website, showing case count data, map and new cases per day data
- United States COVID-19 Cases
- PA COVID related deaths observed and forecasted weekly
- COVID-19 Vaccine Dashboard
- COVID-19 test results
  - False Positive/False Negative both of which result in getting tested within 5 days of being symptomatic, you should wait at least 5 days before getting tested if you have symptoms
  - Probable cases. If one person in the household test positive, the entire household is exposed and considered probable cases and required to quarantine for 10 days
  - Chris stated the Head Start policy is 16 days
- J&J/Janssen Vaccine Pause/Updates as of April 13, 2021
  - Pause on J&J vaccine due to rare blood clot (cases found were all in women ages 18-48 two weeks after vaccination)
  - Questions, answers, concerns, and cautioning symptoms related to vaccine
- Pfizer-BioNTech and Moderna Vaccines
  - Mild symptoms are common 24hours after receiving vaccine
  - Pfizer is available to anyone ages 16 and over
  - Moderna is available to anyone ages 18 and over

Chris also shared information on the status of vaccinations received in America.

- Americans are being vaccinated daily at an accelerated pace
- More than 125 million have received at least one dose
- More than 78 million are fully vaccinated
- Emergency department visits & hospital admissions are rising

Chris referred representatives to the CDC website for vaccine opportunities, as Pauline shares with staff vaccine opportunities as well via email.

Chris encouraged everyone to continue following the CDC guidelines, wearing masks, hand washing, and social distancing. According to the CDC, small groups, fully vaccinated, do not have to wear a mask when together.

Katelynn asked the question of when children ages 3-4 may be considered for receiving the vaccine. Chris explained vaccines at this time are only available by age groups of 16 and older, that it may be possible in the next year to come.

An approval to accept the training was made by Sara Lippert. Second by Cathleen Bacon. Motion carried.

**Center Reports:** Given by representatives.

Cathleen at Philipsburg stated her classroom is currently running by remote learning and is to return to in-person classroom on April 26, 2021; Cathleen explained that she is fully vaccinated and is being tested weekly with her school that she attends.

Katelynn at Hyde shared that her son is in Dawn's class and he brought home a pet rock in excitement to share that his class has pet rocks and learning how to care for their pet rocks. Katelynn enjoys the many activities Dawn shares with the classroom.

## **Committee Updates**

Health/Nutrition-No updates

Education/Special Services-No updates

Interview/Personnel-Many interviews taking place. Will continue to share that information through Remind for anyone who can assist

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team- Next meeting is 4/28 from 10-11am. If anyone did not sign up for the committee and is interested in attending, please reach out to Tabytha or Nikki.

Recruitment/Enrollment-No updates

Budget Committee- a meeting was held 4/12 with Angie Mullen, Business Manager, providing budget updates as well as the COLA application. If anyone did not sign up for the committee and is interested in attending, please reach out to Tabytha or Nikki.

## **Old Business**

None

## **New Business:**

### **Approval of Budgets:**

#### **HS, EHS. HSSAP Budgets/Base Grant COLA Application**

Angie Mullen, Business Manager, explained HS, EHS, and HSSAP budgets balanced. She also stated that representatives, Tishawna. Erin and Shannon participated in the previous budget meeting held on 4/12 so any questions representatives may have feel free to ask those representatives as well as Angie herself being available for any questions that may arise.

Angie stated the Base Grant and COLA is a combined application this year, 1.25 % COLA is being budgeted for staff salaries. The balance of the COLA award is to be used for higher operating costs.

Fuel forecast- Angie explained the online fuel forecast, that they use Gas Buddy to estimate, as unleaded fuel projected to reach \$5.58 per gallon by next year. Presented to the Board and investment group, they felt this was a high projection. In result, CenClear will budget fuel costs at \$4.50 a gallon unleaded and \$5.00 a gallon for Diesel.

Non-Federal Share – Angie stated 20-21 volunteer hours are under the Non-Federal share guidelines and we will be applying for waiver. We may submit for next year if needed as well. Angie again expressed the importance of in-kind and asked representatives to share this information with others.

The Total Application funds will be submitted as follows:

	Base Funds	T&TA Funds	COLA Funds	Total
Head Start	\$5,389,904	\$55,987	\$65,757	\$5,511,648
Early Head Start	\$1,796,269	\$39,090	\$21,914	\$1,857,273

An approval to accept the HS, EHS, and HSSAP budgets was made by Shannon Smeal. Second by Lyncoln McCarty. Motion carried.

**Hires and Separations-** Hires and Separations were reported to date. An approval to accept the hires and separations was made by Shannon Smeal. Second by Cathleen Bacon. Motion carried.

**Parent Engagement Updates-** Nikki explained that May is the last month for the reading challenge and encouraged representatives to continue reading and remember to turn in their child reading form to their teacher to receive a free book.

Discussed DelGrosso Day, scheduled for Wednesday, June 23<sup>rd</sup>, with a rain date of Thursday, June 24<sup>th</sup>, explaining Teacher's/Home Visitor's should be sharing and reviewing information with the classroom parents in regards. Nikki shared with representatives DelGrosso's park guidelines for anyone attending DelGrosso Day.

Nikki asked representatives for suggestions on how they would like to be recognized for their End of the Year celebrations, giving examples of being recognized by center, name (first, or full), and presented in a flyer or booklet.

Tishawna suggested recognition by center.

### **Termination of Membership**

N/A

### **School Readiness (if any updates/changes)**

N/A

### **PBIS/Sanctuary Updates:**

Meetings ongoing. The Tier 2 team continues to meet, still working through Cultural Companion. Sanctuary certification due to be received in May. Pauline explained that parents might be called to participate.

Pauline also shared that PBIS and Sanctuary practices are much the same going hand in hand as we practice being safe, kind, and respectful on a daily basis.

PBIS/sanctuary level with classroom children, in an example referring to the various feelings posters hung in classrooms when asking children how they are feeling, the children can easily express their feelings/emotions amongst each other.

## **Director's Report:**

### **HS and EHS Budget Report**

#### **Additional COVID Funds**

Pauline talked about the discussion of funds being used for things such as center enhancements, nature in outside activities, playground structures, nature in the classrooms, supplies for safer classrooms, etc. summer programming, staff and client MH support.

Pauline explained virtual temperature stations being purchases at all sites in place of the hand held thermometers, eliminating the germ spread with use of hand held thermometers.

Pauline explained these funds projected for two years, lasting through March of 2023.

An approval to accept the budget was made by Sara Lippert. Second by Cathleen Bacon Motion carried.

**Credit Card Expenses** – A summary of credit card expenditures was given to council and signed by Jessica Bloom, Chairperson. Major costs being supplies and gas.

A motion to accept the credit card report was made by Sara Lippert. Second by Cathleen Bacon. Motion carried.

**Statistics/Program Information** – Pauline summarized the report explaining the fluctuation throughout the months, as the month of October had three pays for an example, as well as for the Month of November having the Mid-Year Appreciation (MYA). Also explaining, staff salaries paid out of many different programs. Pauline asked the PC reps to review and if any questions please ask.

An approval to accept the Statistic/Program information was made by Shannon Smeal. Second by Lincoln McCarty. Motion carried.

### **Enrollment/ Recruitment**

EHS fully enrolled, HSSAP 6 needed, HS about 47 needed.  
Pauline reminded council of the parent recruitment incentive available.

### **Adjournment**

The Policy Council meeting was adjourned at 5:46PM. Motion to adjourn was made by Katelynn McAllister. Second by Shannon Smeal. Motion carried.

### **Next Meeting**

May 18, 2021 4:30-6PM

**Respectfully Submitted by: Tishawna Aljoe**