



January Policy Council Meeting Minutes

Date: January 16, 2024

Attendance: Tabytha Carr, Miranda Oquendo, Heather Webber, Danielle Wever, Ashley Kephart, Tishawna Aljoe, Muhammad Shirzad, Christine Henfling, Liz Kelly, Jennifer Vingless, Lyncoln Brewer, Tasha Rockey, Cassie Fishel, Amy Wible, Tiffany Ricotta, Tessa Folino, Jessica Bloom, Angie Mullen, Betsy Llewellyn

Absent : Ashley Collins, Misty Dickson, Anita Asemota, Destiny Nies, Jill Stewart, Robin Shomo, Stephanie Athorn, Lindsey Long

Notice of Quorum: A quorum was present.

Meeting Called to Order: 12:02PM

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: Muhammad Shirzad and Lyncoln Brewer

A Motion to accept the new members was made by Ashley Kephart. Second by Danielle Wever. Motion carried.

Termination of Members

Casey Ortiz, resigned, and Gabrielle Decker, now a CenClear employee.

A motion to accept the resignations was made by Ashley Kephart. Second by Heather Webber. Motion carried.

Approval of Minutes: An approval to accept November's Meeting Minutes was made by Ashley Kephart. Second by Tessa Folino. Motion carried.

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

An explanation of the budget report was given to the representatives. The current balance of the Policy Council budget is \$11,566.00

A motion to accept the Treasurer's Report was made by Lincoln Brewer. Second by Heather Webber. Motion carried.

Service Area Training: Financial Requirements and Budgets, Angela Mullen, Chief Financial Officer and Jennifer Vingless, Staff Accountant

Angie discussed the letter of funding guidance and said that we have not yet received this letter. Budgets are due May 1st so approval of budgets will take place at Policy Council and Board meetings in April. A committee will need to begin looking at budgets over the next few months. It is unknown if there will be Quality Improvement or COLA money.

A motion to accept the Service Area training was made by Lincoln Brewer. Second by Ashley Kephart. Motion carried.

Center Reports:

A parent reported that Penn Grampian Early Head Start has been working on rattle sounds with her child.

Committee updates:

Health/Nutrition: The next Advisory Committee meeting will be held 2/6 from 11-12

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership-The next Child Abuse Prevention Carnival meeting will be held 2/6 at 10

Building/Center-no updates

PBIS Leadership Team-The next meeting will be 1/24 from 10-11:00AM

Recruitment/Enrollment-no updates

Budget Committee-The first meeting will be 2/20 from 11-11:30

Old Business

School Photographer ideas- Ashley Kephart expressed interest in taking pictures within 30 minutes of her home. Pictures can be stored on a Micro SD card. It was suggested to reach out to teachers to see who would be interested in offering the school pictures for their children. Teachers have done a great job setting up a photo area. Explore this option as well as a

backdrop. Tabytha will share photos of the backdrops we currently have. Amy indicated pictures could be printed from the Main Office.

New Business:

Safety Incident

Amy discussed that there is a Head Start and Early Head Start requirement to report child health and safety incidents. She further explained incident examples. These incidents must be reported to Regional office in addition to Policy Council and the Board of Directors. Amy explained that safety is always our number 1 priority. A complaint was received by a fellow staff member, the complaint was reviewed, and investigated. There were no injuries to staff or the children. The incident took approximately 10 seconds. The administration was not comfortable with the technique seen being used so we separated ways with the employee. There is required follow up to this reporting. We must show that staff were trained, provide reports from staff in the classroom and report from the parent.

Approval of EHS/HS/HSSAP/Pre-K Eligibility Criteria

Tabytha discussed that representatives reviewed the Community Needs Assessment and reviewed the proposed changes. It was suggested by many representatives to change active military to active, Guard, Reserves, etc.

An approval to accept the EHS/HS/HSSAP/Pre-K Eligibility Criteria Points was made by Heather Webber. Second by Ashley Kephart. Motion carried.

Community Assessment Feedback

Representatives discussed transportation, childcare, inflation, health care, available services to children with disabilities, and housing costs as key issues facing families in the program.

Approval of PFCE Framework

The updated Early Childhood, Parent, Family, and Community Engagement Action Plan was discussed with representatives.

An approval to accept the PFCE Action Plan was made by Lincoln Brewer. Second by Muhammad Shirzad. Motion carried.

Full Enrollment Initiative Updates

Amy discussed that we are looking at a change of scope. Discussion is being had to reduce the number of children we provide services to and use funding to address other areas such as transportation.

Early Head Start Virtual Visit Plan

Tiffany reviewed the virtual visit plan and that the plan has been approved by our regional specialist.

An approval to accept the Early Head Start Virtual Visit Plan was made by Muhammad Shirzad. Second by Lyncoln Brewer. Motion carried.

Director's Report

Hires and Separations- Hires and Separations were reported to date.

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.

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.

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

Enrollment/Recruitment:

Amy explained that we are still down children. Tabytha explained that have begun accepting applications for the 24-25 school year and that our parent incentive is still active.

An approval to accept the Director's report was made by Lyncoln Brewer. Second by Danielle Wever. Motion carried.

Parent Engagement

Snow Many Ways to be Healthy

Tabytha discussed that the Parent Engagement committee met and discussed another Parent Engagement event. Three representatives voted to pay \$250 to rent the Pflingstler Fieldhouse where 4 representatives voted not to pay to rent a facility. We will explore the possibility of using the Dubois Preschool Center for this event.

An approval to host Snow Many Ways to be Healthy at Dubois and Matternville was made by Lyncoln Brewer. Second by Danielle Wever. Motion carried.

Tabytha discussed a second Parent Engagement event, Dr. Seuss Literacy Night, in March. It was discussed for the Parent Engagement committee to meet and work out specifics.

An approval to host a Dr. Suess Literacy Night was made by Heather Webber. Second by Lyncoln Brewer. Motion carried.

Updates

PBIS/Sanctuary-None

Cultural Equity Leadership-next meeting is 1/24/24 at 8:15AM

Data-Tabytha explained that the quarterly report card was shared on Class Dojo and allowed questions.

Information Memorandums-None

Adjournment: 2:04 PM

A motion to adjourn was made by Lincoln Brewer. Second by Ashley Kephart. Motion Carried.

Next Meeting: February 20, 2024 at 12:00pm.

Respectfully Submitted By: Tabytha Carr