



Policy Council Meeting Minutes

Date: January 19, 2021

Sign in: Pauline Raab, Tabytha Carr, Sean Rockmore, Nikki Supenia, Betsy Llewellyn, Sara Lippert, Erin Ames, Shannon Smeal, Tishawana Aljoe, Zachary Wolbert, Joanie Weitoish, Cathleen Bacon, Dawn Kunsman, Stephany Wallace, Heather Kester

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

Meeting Called to Order: The meeting was called to order at 4:46PM.

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: Zachary Wolbert and Joanie Weitosh. A Motion to accept the new members was made by Heather Kester. Second by Stephany Wallace. Motion carried.

Approval of Minutes- An approval to accept the month of November Meeting Minutes was made by Stephany Wallace. Second by Cathleen Bacon. Motion carried.

Treasurers Report:

Given by: Tabytha Carr

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

A motion to accept the Treasurer's Report was made by Erin Ames. Second by Shannon Smeal. Motion carried.

Service Area Training- Family Community Partnership & Mental Health with Sean Rockmore, Family Community Partnership Coordinator

Sean discussed ChildLine and that all CenClear staff are Mandated Reporters. A motion to accept the Service Area training was made by Stephany Wallace. Second by Shannon Smeal. Motion carried.

Center Reports: Given by representatives. These reports are in the Policy Council notebook at the Administrative Office in Bigler.

Erin at Port Matilda, teacher is reviewing all rules since being out so long and now returning. The children are working on a sand study. Stephany at Bigler, attending remotely, and doing zoom meetings twice a week. Cathleen at Philipsburg, remote learning. ReadyRosie being sent out every week, a lot of great activities.

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 1/27 at 10:00AM

Recruitment/Enrollment-No updates

Budget Committee-No updates

Old Business

None

PBIS Updates:

Has been meeting weekly and revised PBIS vision and mission statement. Tier 2 meetings taking place, this includes Coordinators from different departments. Looking at ASQ's and reviewing.

New Business:

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 Stephany Wallace Motion carried.

Bylaw Updates- Bylaws were reviewed. An approval to accept the updated bylaws was made by Stephany Wallace. Second by Shannon Smeal. Motion carried.

School Readiness (if any updates/changes)

N/A

PFCE Framework

N/A

Eligibility Criteria Points: Criteria reviewed. An approval to accept the eligibility criteria points for Early Head Start and Head Start was made by Shannon Smeal. Second by Cathleen Bacon. Motion carried

Clearfield/Centre County Community Assessment: Assessments reviewed. An approval to accept the Clearfield/Centre County Community Assessment was made by Shannon Smeal. Second by Cathleen Bacon. Motion carried.

Director's Report:

HS and EHS Budget Report

Pauline explained the budget. An approval to accept the budget was made by Shannon Smeal Second by Stephany Wallace Motion carried.

Credit Card Expenses – A summary of credit card expenditures was given to council and signed by *Will retrieve. Chairperson. A motion to accept the credit card report was made by Shannon Smeal Second by Cathleen Bacon Motion carried.

Statistics/Program Information 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 Wallace. Second by Stephany Wallace. Motion carried.

Enrollment/ Recruitment

60 needed in HS, EHS needs 1, HSSAP 8-9 needed. Pauline explained that when the state calls they want the reported numbers for that exact day. Also explained staff are diligently working on getting numbers to report, as well as the main focus of keeping all children safe and well during this time of the Pandemic.

Tabytha explained WCW radio interview with Amy Wible speaking about the 20-21 preschool year and recruiting. Also explained the parent recruitment incentive and that applications will be accepted for the 21-22 school year starting February 1st.

Parent Engagement Updates:

Tabytha explained the January reading challenge. Also encouraged to keep completing and sending in volunteer forms, encouraged to view the CenClear website to view the volunteer incentives. Explained examples on how to receive in kind hours and what counts for in kind. Dawn Kunsman asked about clarification on goals, why reduced to one, and explanation of the documentation on forms. Tabytha explained proper documentation and non-federal match, what is required and why. Trying to make the process less stressful for the parents.

Adjournment

The Policy Council meeting was adjourned at 5:37PM. Motion to adjourn was made by Shannon Smeal. Second by Cathleen Bacon. Motion carried.

Next Meeting

February 16, 2021 4-6PM

Respectfully Submitted by:

Tishawna Aljoe
Policy Council Secretary