



## **November Policy Council Meeting Minutes**

**Date: October 17, 2023**

**Attendance:** Tabytha Carr, Ashley Kephart, Gabrielle Decker, Jessica Bloom, Amy Wible, Jill Stewart, Casey Ortiz, Christine Henfling, Heather Webber, Cassie Fishel, Tishawna Aljoe, Anita Asemota, Robin Shomo, Danielle Wever, Misty Dickson, Destiny Nies, Tasha Rockey

**Absent :** Daniel Mencer, Rachel Bakaysa, Rachael Parker

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

**Meeting Called to Order:** 12:11 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:** Ashley Kephart, Gabrielle Decker, Jessica Bloom (community representative), Jill Stewart, Casey Ortiz, Christine Henfling, Heather Webber, Cassie Fishel, Tishawna Aljoe, Anita Asemota, Robin Shomo, Danielle Wever, Misty Dickson, Destiny Nies, Tasha Rockey

A Motion to accept the new members was made by Gabrielle Decker. Second by Tasha Rockey. Motion carried.

**Approval of Minutes:** An approval to accept the months of May, July and September Meeting Minutes was made by Heather Webber. Second by Misty Dickson. 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 is \$18,180.00.

A motion to accept the Treasurer's Report was made by Jill Stewart. Second by Cassie Fishel. Motion carried.

**Service Area Training:** Parent Engagement, Tabytha Carr, Parent Engagement Coordinator & Positive Behavioral Supports and Interventions (PBIS), Amy Wible, Preschool Director

Tabytha discussed Ready Rosie being our research-based parenting curriculum and how the playlists enhance children's learning at home.

Tabytha talked about non-federal match (in-kind) discussing that the Head Start match for this year is \$1.4 million dollars and Early Head Start match is \$475,000. She discussed the importance of volunteering and how that time equals a dollar amount which goes toward our non-federal match. She explained the importance of completing the PG-11 form.

Tabytha reviewed that reading challenges are offered at different points throughout the year to enhance literacy skills.

Tabytha discussed that Policy Council can use Parent Activity funds to plan Parent Engagement events. Discussion was had about past Parent Engagement events such as Gather at the Garden and Bingo for Books. She reviewed suggested events that were provided to her from Policy Council representatives last year.

Amy talked about CenClear being Sanctuary certified and a trauma informed agency. She talked about the 7 commitments and how Sanctuary ties into PBIS.

Amy discussed PBIS and that we use the pyramid model, foundational skills to promote social and emotional skills. There is a tier process. Tier 1 teaches social skills and is 85% of children. Tier 2 is when things are put into place to help a struggling child (prompting). This is 10-15% of children. Tier 3 is when children are not responding to Tier 2 interventions, behaviors are escalating, and intense interventions are used. This is 3-5% of children.

Amy talked about Tucker Turtle, demonstrated how Tucker is used in the classroom, showed the small take home book that is available to families, showed an example feelings chart that is used in the classroom, and showed an example solutions kit that is used in the classroom. She explained that our motto is "Be Safe, Be Kind, Be Respectful."

A motion to accept the Service Area training was made by Jill Stewart. Second by Robin Shomo. Motion carried.

### **Center Reports:**

The Dubois center visited the fire station.

Corl Street and Grays Woods went on a field trip to the Arboretum. It was reported that children seemed to enjoy themselves.

### **Committee updates:**

Tabytha discussed committee opportunities. Information will also continue to be shared through Class Dojo for anyone to sign up at any time.

### **Old Business**

None.

### **New Business:**

#### **Director's Report**

**Hires and Separations-** Hires and Separations were reported for March 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. We switched to County National Bank and the September expenditures will be reviewed at the November meeting.

#### **Enrollment/Recruitment:**

Amy explained in detail how to read the enrollment report. She explained that we are still down children. Explained that our parent incentive for recruitment ends tomorrow.

An approval to accept the Director's report was made by Anita Asemota. Second by Jill Stewart. Motion carried.

#### **Parent Engagement**

Parent Engagement Event: Tabytha proposed ideas for an Autumn Festival in November. Policy Council representatives were very interested in doing this.

An approval to hold an Autumn Festival in November was made by Heather Webber. Second by Christin Hensfling. Motion carried.

Classroom Volunteers: Tabytha discussed opportunities for volunteers to come into the classroom to read to children as well as offer an extra set of hands. If anyone is interested in working on obtaining clearances, they are to reach out to Tabytha.

PBIS Forum (11/1-11/3): 20 parents/guardians expressed interest in attending the PBIS Forum through Class Dojo. Lisa Glace and Morgan Teeter were randomly selected to attend.

Early Childhood Education Summit (10/16-10/18): 9 parents/guardians expressed interest in attending the Early Childhood Education Summit. Vanessa Dillon, Amy Cormier, Gabrielle Decker, and Megan McGarry were randomly selected to attend.

## **Updates**

PBIS/Sanctuary-None

Cultural Equity Leadership-meeting tomorrow at 8:15. Tabytha will share the WebEx link on Class Dojo

Data-Tabytha reviewed that there were 395 boys and 340 girls enrolled in preschool. 247 are 3 years of age, 423 are 4 years of age and 67 are 5 years of age. She also reviewed that 424 Behavior Incident Reports (BIRs) were submitted since August by 86 children. Physical aggression is the leading problem behavior and most BIRs happen during circle time.

Information Memorandums-None

Quarter and Basket Raffle for Children's Giving Tree (11/4). Reviewed what the Children's Giving Tree does.

**Adjournment:** 1:39PM

A motion to adjourn was made by Jill Stewart. Second by Anita Asemota. Motion Carried.

**Next Meeting:** November 14, 2023 at 12:00pm.

**Respectfully Submitted By:** Tabytha Carr