



Policy Council Meeting Minutes

Date: April 18, 2023

Attendance: Heather Webber, Rachel Bakaysa, Tasha Rockey, Tabytha Carr, Christine Glace, Dan Mencer, Jessica Bloom, Gabrielle Decker, Jennifer VIngless, Angie Mullen, Amy Wible

Absent: Brittany Welder, Rachael Parker, Misty Dickson

Notice of Quorum: A quorum was present.

Meeting Called to Order: 12:07 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: None

Termination of Members:

Josh Neff reached out and has asked to be removed from Policy Council due to work obligations. Discussion was had about Sara Lippert missing many meetings. It was decided to proceed with termination.

A motion to accept Josh Neff's resignation and terminate Sara Lipperts' membership was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried.

Approval of Minutes: An approval to accept the month of March Meeting Minutes was made by Heather Webber. Second by Rachel Bakaysa. Motion carried.

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

Budget Balance: An explanation of the budget report was given to the representatives. The current balance of the Policy Council budget as of 3/31/23 was \$ 16,958.26. The Parent Accounts balance is \$23,773.98

A motion to accept the Treasurer's Report was made by Gabrielle Decker. Second by Jessica Bloom. Motion carried.

Service Area Training: Health/Nutrition topics with Christine Glace, Health/Safety/Nutrition Coordinator.

Chris discussed that masking mandates were lifted last year. We recently received notification that the vaccine mandate has been lifted for all staff and volunteers.

Chris discussed that we continue to follow CDC guidelines when an individual tests positive for Covid. They must remain home for 5 days then mask an additional 5 days.

Christ notified the council that we were not able to apply for the \$5,000 State Farm grant that we have received in years past to purchase fire safety equipment for families. The Grants Department is watching for other grant opportunities.

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

Center Reports:

Hyde recently had a fire drill

Houtzdale had a parent meeting where questions were asked about volunteer recognition and what the end of year celebration will look like.

Dubois is awaiting approval to host an end of year celebration at the pool. Penn State is coming in Monday for a play study. The Child Abuse Prevention Carnival was held at Dubois on Saturday. It was suggested to look at more marketing for this event.

Committee updates:

Tabytha provided updates on committees:

Health/Nutrition-no updates

Education/Special Services-no updates

Interview/Personnel-continuing to interview

Family/Community Partnership-April 22nd is the Matternville Child Abuse Prevention Carnival and April 29th is the Philipsburg Child Abuse Prevention Carnival. Still looking for Policy Council representatives to volunteer.

Building/Center-no updates

PBIS Leadership Team-ongoing, meeting tomorrow at 10:00AM

Recruitment/Enrollment-no updates
Budget Committee-no updates

Old Business

Volunteer Recognition

Discussed hosting a dinner to recognize volunteers at Bigler on June 13th at 5:00. Discussed having a catered dinner from 5-6PM, children could attend dinner as well. Have staff available in the classrooms to offer activities for children. Look at one to one care for some children. Discussed Mel Curtis as the Keynote speaker. Will look into catering options and giveaways. Send out a formal invite via mail to families to RSVP.

An approval to host the volunteer recognition dinner as discussed was made by Jessica Bloom. Second by Gabrielle Decker. Motion carried

New Business:

Approval of Early Head Start, Head Start (State and Federal) Budgets

Angie discussed that a budget of \$5,663,100 will be submitted for Head Start, \$1,916,539 will be submitted for Early Head Start, and that the State Head Start (HSSAP) will be submitted for the same amount as last year \$1.4 million. COLA and QI for Head Start is \$461,169 and Early Head Start is \$199,589. Head Start (State) will receive the same COLA increase as Head Start.

An approval to accept the Early Head Start and Head Start (State and Federal) budgets was made by Heather Webber. Second by Gabrielle Decker. Motion carried.

Corporate Credit Card Policy Approval

Angie discussed our current corporate credit cards are through Sam's Club and we have had many issues with cards being shut off. Sam's Club will only speak to Mark and this has caused significant issues when he is off. It was looked at to get corporate credit cards through CNB Bank for leadership. This will allow quicker access to purchase necessary items. Each member assigned a card will need to sign an agreement that they are responsible for the cards and may not misuse funds and if funds are misused that it could lead to termination. Angie and Cindy in Accounts Payable have access to view the credit card activity online. Cindy checks this daily ensuring that all activity has a purchase order on file or receipts for the purchases.

An approval to accept the corporate credit card policy was made by Jessica Bloom. Second by Heather Webber. Motion carried.

Election of Secretary and Representative to the Board

Discussed that Gabrielle Decker holds both the Treasurer and Secretary offices. No other representatives were interested in either position. An approval to allow Gabrielle Decker to hold both the Secretary and Treasure office made by Jessica Bloom. Second by Heather Webber. Motion carried

Representative to the Board-unable to find a representative at this time. Will discuss more at the May meeting

PBIS training/t-shirts

It was discussed that an approval to purchase PBIS t-shirts was made by representatives through Remind. We will be providing PBIS training information to parents along with the t-shirts. It was asked to look into getting infant size shirts.

Members of Policy Council (Pre-K)

It was discussed looking at having 3-5 community membership slots for Pre-K parents for next year. It was felt this would increase parent involvement.

An approval to have 3-5 community membership slots for Pre-K parents was made by Jessica Bloom. Second by Heather Webber. Motion carried.

Directors Report

Hires and Separations- Hires and Separations were reported for March.

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.

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

Statistics/Program Information: A copy was given to all representatives. Amy explained the report to the Policy Council and asked if there were questions.

Enrollment/Recruitment:

Still down children for the 22-23 school year.

An approval to accept the Director's report (Hires/Separations, HS and EHS Budget Report, Credit Card Expenses, Statistic/Program Information) was made by Rachel Bakaysa. Second by Gabrielle Decker. Motion carried.

Parent Engagement

Bingo for Books

Tabytha discussed that books have arrived for this event. Still looking for volunteers for May 6th at Matternville and May 13th at Bigler.

Discussed setting up a Policy Council WebEx for parents to have the opportunity to learn more about Policy Council and hear from current Policy Council representatives.

Updates

PBIS/Sanctuary- No updates

Cultural Equity Leadership-currently doing a book study. Recruiting new members.

Data-No updates

Information Memorandums-No updates

Adjournment: 1:56PM

A motion to adjourn was made by Jessica Bloom. Second by Heather Webber. Motion Carried.

Next Meeting: May 16, 2023 at 12:00pm

Respectfully Submitted By: Tabytha Carr