



## Policy Council Meeting Minutes

**Date:** May 19, 2020

**Attendance:** Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO. Colleen Mortimer, PSU Healthy Bodies Project. Nikki Supenia, Parent Engagement Department Assistant. Jamie Dunlap, Jessica Bloom, Angel Lefebvre, Shawna Kemp, Caci Curtis, Sara Lippert

**Absent:** Ashley Collins, Ashley Grant, Brooke Conklin, Christina Rickard, Ronnette Pittsley, Crystal Miller, Micah Martin, Danelle Serena, Robyn Wisor, Brittany Roberts, Kaylie English

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

**Meeting Called to Order:** The meeting was called to order at 4:39pm.

### 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:** Policy Council members received and reviewed the April meeting minutes.

A motion to accept the April meeting minutes was made by Sara Lippert. Second by Angel Lefebvre. 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 months of April. The balance of the Policy Council budget was \$16,044.90.

**Center Reports:** Representatives were encouraged to share activities that teachers may have sent out, during closure, or any other updates. Representatives mentioned some teachers have sent home activities for each child.

Colleen asked representatives if they would be interested in joining in on live stream cooking activities sent by the Penn State Healthy Bodies Project. Representatives were interested in participating and excited for new meal ideas to prepare and share with their children. Colleen will send all live stream links to Tabytha to share with the representatives as each new link comes available.

**Committee updates:**

Health/Nutrition-No update

Education/Special Services- If representatives have an interest they are to reach out to Nikki via Remind.

Interview/Personnel- All interviews are being done via Phone/WebEx at this time.

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team- First meeting since closure was done via WebEx on 5/13 and will meet again June 1<sup>st</sup> from 3-4pm.

Recruitment/Enrollment-No updates

Budget Committee-No updates

**Old Business:**

None

**New Business:**

**CARES Act Supplemental Summer Program Grant:** Pauline explained the Supplemental Summer Program. The program will begin in July, with permission of opening an available center, serving children in preparation for Kindergarten and one child with an IEP.

Pauline also mentioned non-comp. funds for the fiscal year 2020 to pay for items related to the virus.

**Hires and Separations:** Hires and Separations were reported to date.

A motion to accept the hires and separations was made by Shawna Kemp. Second by Sara Lippert. All in favor none opposed.

**Parent Engagement Report:** Tabytha discussed the PACT Challenges are continuing to be shared with families. Representatives acknowledged they have received them and submit when they can.

Tabytha explained while in conversation of spending down the Policy Council budget funds by July 31<sup>st</sup> 2020 suggestions were made. A suggestion being Family Trivia nights, three weeks in June and July held via Zoom and Kahoot. All trivia is Preschool related for children to play along with parents encouraging Parent Engagement. Family Trivia includes \$300.00 in prizes.

A motion to accept the Family Trivia night was made by Sara Lippert. Second by Angel Lefebvre. All in favor none opposed

Discussed the cancelation of DelGrosso Days due to closure as well as the end of the year celebrations. Tabytha explained that PCC meetings are occurring and should be on going to discuss alternatives for year end. Another suggestion for spending down Policy Council funds as well as an end of the year gift was purchasing t-shirts from Policy Council for all program children.

A motion to accept the purchase of t-shirts was made by Sara Lippert. Second by Shawna Kemp. All in favor none opposed

**Reading Challenge:** Tabytha talked about all the levels in reading and in looking back suggestions have been brought to change it up. The Reading Challenge is during the month of September you can read 15 items, such as favorite books, articles, backs of cereal boxes, or anything else that is of interests. Once the challenge has been completed your child receives a free book. Tabytha explained books can be signed out at our lending library as well as mentioning free online sites available for reading. Representatives were very interested as a few mentioned it being a new and different style of reading that may bring more interest to their children for reading.

A motion to accept the Reading challenge was made by Shawna Kemp. Second by Sara Lippert.

**Covid 19 Mini Relief Grant:** Tabytha explained the mini relief grant that was received and was for 50 Head Start children transitioning into Kindergarten. Three weeks of activities are provided and would be delivered to each family.

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

**Budget Report:** Pauline presented the budget and explained the funds that haven't been used due to closure would be used to re-program funds and asking for a carryover waiver for the purchase of center supplies and the rest pushed over to the cola.

A motion to accept the re-programming of funds and budgets was made by Sara Lippert. Second by Shawna Kemp. All in favor none opposed.

**Statistics/Program Information:** Pauline explained the report to the Policy Council and encouraged the council to look over the report and bring any questions to the next Policy Council Meeting.

**Enrollment/Recruitment:** Pauline Raab provided an update on enrollment and that we are 100%.

**Credit Card Expenses:** A summary of credit card expenditures was given to the council by Pauline Raab. Total for March was \$15,732.67. Half being the Sheetz bill for fuel, 6,817.84. supplies and \$7,191.86 at Lowe's for building renovations and upkeep.

A motion to accept the credit card report was made by Angel Lefebvre Second by Shawna Kemp. All in favor none opposed.

**SELF Assessment:** No updates at this time

Pauline said that Home Visitors are to report back to the centers June 1<sup>st</sup>. All Safety precautions have been taken and continue to be in order. All staff are following the safety guidelines.

**Adjournment:** A motion to adjourn the meeting was made by Sara Lippert. Second by Jamie Dunlap. All in favor none opposed. The Policy Council meeting was adjourned at 5:32pm.

**Next Meeting:**

The next Policy Council meeting is on Tuesday, July 14, 2020.

**Respectfully Submitted by:**

Jamie Dunlap, Secretary.