



## **November Policy Council Meeting Minutes**

**Date: January 18, 2022**

**Attendance:** Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO, Mark Wendel, Nikki Suenia, Sara Lippert, Dawn Sedor, Tishawana Aljoe, Ashley Collins, Joanie Martin, Betsy Llewellyn, Tasha Rockey, Jessica Bloom

**Absent:** Angel Lefebvre, Augustine Garcia, Nathaniel Doane, Rachel Bakaysa, Tiffani Doane

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

**Meeting Called to Order:** 4:33pm.

### **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

**Approval of Minutes:** An approval to accept the month of November Meeting Minutes was made by Ashley Collins. Second by Joanie Martin. Motion carried.

**Treasurers Report:** November and December report Given by: Tabytha Carr, Parent Engagement Coordinator. Explanation provided that balance was higher than anticipated due to additional slots received. Balance as of 12/31/21 was \$7,793.15.

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

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

This training was canceled and will be rescheduled.

### **Center Reports:**

Philipsburg-upcoming sled riding event being held this Saturday at the Farm. They are providing hot chocolate

Coalport-EHS used the children's hands and foot prints to make elves on canvas

### **Committee updates:**

Health/Nutrition-no updates

Education/Special Services-no updates

Interview/personnel-ongoing

Family & Community Partnership-Sean beginning to work on Child Abuse Prevention Carnival.

More information to be shared

Building/Center-no updates

PBIS Leadership Team-next meeting is 1/26 from 10-11

Recruitment/Enrollment-no updates

Budget Committee-will be meeting 3:30-4:00 prior to PC meetings in February, March and April

### **Old Business**

**By law updates:** committee met, bylaws remain the same with the exception of babysitting and mileage. The committee suggested to increase babysitting from \$2 per hour to \$3 per hour and to increase mileage from .35 a mile to .45 a mile.

An approval to accept the updated bylaws was made by Ashley Collins. Second by Dawn Sedor. Motion carried.

### **New Business:**

**Community Needs Assessment:** will be discussed at the February meeting. Nothing has significantly changed. Used the rough draft for the eligibility criteria points.

**Approval of EHS/HS/HSSAP Eligibility Criteria Points.** Tabytha discussed that the committee met, no significant changes to the Community Needs Assessment. Agreed to keep the eligibility criteria points the same for the 22-23 school year

An approval to accept the EHS/HS/HSSAP Eligibility Criteria Points was made by Ashley Collins. Second by Dawn Sedor. Motion carried

**PBIS updates-**Tabytha discussed Spirit Week and encouraged PC reps to attend the next meeting to share any thoughts or suggestions.

**Hires and Separations-** Hires and Separations were reported for November and December. An approval to accept the hires and separations was made by Dawn Sedor. Second by Ashley Collins. Motion carried.

**Director's Report:**

**HS and EHS Budget Report:** All representatives received a copy of the HS, HSSAP and EHS budget. Pauline Raab, CEO. explained the reports and where we are at this point in the year.

**Statistics/Program Information:** A copy was given to all representatives. Pauline 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.

An approval to accept the director's report (budget report, statistics/program information, and credit card expenses) was made by Ashley Collins. Second by Dawn Sedor. Motion carried.

**Enrollment/Recruitment:**

Still down 70 children in Head Start, 7 children for Early Head Start, and down 23 children for HSSAP. Discussed parent incentive. Will begin to accept applications for 22-23 school year on February 1<sup>st</sup>

Holding a Preschool Registration Open House on February 28<sup>th</sup>. Tabytha explained the purpose of the event and how parents can sign up to attend.

**Parent Engagement**

Volunteer Hours: Reminded staff to complete PG-19's for all PC business, continue to work on teacher directed goals

January Reading Challenge-occurring this month. Encouraged PC reps to participate.

**Adjournment:** 5:21pm.

A motion to adjourn was made by Dawn Sedor. Second by Joanie Martin. Motion Carried.

**Next Meeting:** February 15, 2022 4-6PM

**Respectfully Submitted By:** Tishawna Aljoe, Secretary

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