



November Policy Council Meeting Minutes

Date: November 10, 2020

Attendance: Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO. Jamie Dunlap, Jessica Bloom, Sara Lippert, Lyncoln McCarty, Shannon Smeal, Betsy Llewellyn (by phone), Shawna Kemp (by phone), Erin Ames (by phone), Dawn Kunsman (by phone), Tishawna Aljoe (by phone)

Absent: Katelynn McAllister, Stephany Wallace, Cathleen Bacon

Notice of Quorum: A quorum was present.

Meeting Called to Order: 4:38pm.

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: Erin Ames, Shawna Kemp

A Motion to accept the new members was made by Sara Lippert. Second by Shannon Smeal. Motion carried.

Approval of Minutes: An approval to accept the month of October Meeting Minutes was made by Erin Ames. Second by Sara Lippert. 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 month of October the balance of the Policy Council budget was \$16,669.91.

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

Service Area Training: SELF Assessment & Transportation given by Pauline Raab, CEO

Pauline discussed that we need to be meeting regulations. She explained what the SELF Assessment was and that this year will prove to be difficult with doing classroom observations. Due to Covid they are limiting the number of non-essential people entering preschool rooms.

She discussed that transportation looks differently this year. Children are only permitted to sit one child per seat, they are sanitizing bus after each run. Bus runs are to be no more than 1 hour long. They are still in need of 1 bus driver for Dubois however there may be one soon to be hired. All drivers undergo random Drug & Alcohol tests. All buses must have a bus aide. Pauline explained that all staff are trained to be a bus aide so if a bus aide is not available any one can ride the bus.

A motion to accept the Service Area training was made by Shannon Smeal. Second by Lyncoln McCarty. Motion carried.

Center Reports:

Parents discussed counting and leaf lessons are occurring at their centers.

Committee updates:

Health/Nutrition-No update

Education/Special Services- No update

Interview/Personnel- Interviews No updates. Thank you to all who have been participating

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team- Next meeting is December 7th from 3-4

Recruitment/Enrollment-No updates

Budget Committee-No updates

Old Business

None.

New Business:

Election of Executive Committee: Tabytha discussed each executive role.

Chair-Jessica Bloom

An approval to accept Jessica as Chair was made by Shannon Smeal . Second by Lyncoln McCarty. Motion carried.

Vice-Chair-Sara Lippert

An approval to accept Sara as Vice-Chair was made by Shannon Smeal. Second by Lincoln McCarty. Motion carried

Treasurer-Lincoln McCarty

An approval to accept Lincoln as Treasurer was made by Shannon Smeal. Second by Sara Lippert. Motion carried

Secretary-Tishawna Aljoe

An approval to accept Tishawna as Secretary was made by Shannon Smeal. Second by Sara Lippert. Motion carried

PBIS Updates-Parent Acknowledgement/incentives: Tabytha discussed the PBIS implementation team is looking at ways to acknowledge parents for acts of kindness. She reviewed the current process in place for staff. Discussion occurred on ways to submit acknowledgment for parents. It was suggested completing slips to nominate parents, to highlight parents in the newsletter and on the Facebook page on a first name basis only, and to do a drawing at the end of the year. Many felt it was unknown how many parents would take the time to complete so let's try it this year and additional giveaways can be added next year if there is a good response. They liked the idea of a gift card.

Hires and Separations- Hires and Separations were reported to date. An approval to accept the hires and separations was made by Jamie Dunlap. Second by Shannon Smeal. 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.

An approval to accept the budget was made by Shannon Smeal. Second by Sara Lippert. Motion carried.

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 the next Policy Council Meeting.

Enrollment/Recruitment:

Still down children.

An approval to accept the Statistics/Program Information and Enrollment/Recruitment reports was made by Sara Lippert. Second by Shannon Smeal. Motion carried.

Credit Card Expenses: A summary of the credit card expenditures was given to the council and signed by Jessica Bloom, Chairperson. A motion to accept the credit card report was made by Jamie Dunlap. Second by Shannon Smeal. Motion Carried.

Parent Engagement Updates:

Discussed that the Reading Challenge is occurring this month. Discussed how children can earn books. Encouraged members to continue to fill out their PG-19 Volunteer forms

Adjournment: 5:29pm.

A motion to adjourn was made by Sara Lippert. Second by Lincoln McCarty. Motion Carried.

Next Meeting: January 19, 2021 at 4:30PM.

Respectfully Submitted By: Jamie Dunlap, Secretary