



Policy Council Meeting Minutes

Date: November 12, 2019

Attendance: Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO. Dave Mason, Board Member, Denise Moore, Mental Health Director of FBMH. Colleen Mortimer, PSU Healthy Bodies Project. Jamie Dunlap, Jessica Bloom, Kaylie English, Christine Hooven, Shawna Kemp, Tara Hinds, Sandy Reinke, Meghan Olson, Laura Davis, and Angel Lefebvre.

Absent: Ashley Collins, Destiny Wisor, Adam Stone, Danelle Serena, Brooke Conklin, Christina Rickard, Robyn Wisor, Ronnette Pittsley, and Sara O'Connor.

Notice of Quorum: A quorum was present.

Meeting Called to Order: The meeting was called to order at 4:42 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: Meghan Olson, Angel Lefebvre, and Christine Hooven.

A motion to accept the new members was made by Kaylie English. Second by Jessica Bloom. 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 \$16,873.22.

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

Service Area Training: Sanctuary with Denise Moore, Mental Health Director of FBMH. Denise discussed Sanctuary, S.E.L.F model, Trauma theory, the seven commitments, and the sanctuary tool kit.

Transportation: Pauline Raab, CEO. There is a need for Bus Aides in Port Matilda, Wingate, Houtzdale, and Bigler.

Self-Assessment: Pauline Raab, CEO. shared information on the Self-Assessment. Upper Administration and Parents will need to participate in meetings in the Spring. We are to address and meet needs in the community.

A motion to accept the Service Area training was made by Jessica Bloom. Second by Kaylie English. Motion carried.

Center Reports: Given by representatives. These reports are in the Policy Council notebook at the Administrative Office in Bigler.

Form Committees: In addition to the Health/Nutrition Committee, Educational/Special Services Committee, Interview Personnel Committee, Family and Community Partnership Committee, and the Building/Center Committee, Positive Behavioral Interventions & Supports (PBIS) Leadership Team has been formed.

Old Business:

National Head Start Association (NHSA) Dollar per Child Campaign: The Donation of \$896.00, was approved and will be sent to NHSA. The amount was determined based on the number of children enrolled in Early Head Start and Head Start.

New Business:

Election of Officers: The following candidates have been elected as the Executive Committee: Jessica Bloom, Chair. Angel Lefebvre, Vice Chair. Jamie Dunlap, Secretary. Meghan Olson, Treasurer. Ronnette Pittsley, Representative to the Board.

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

A motion to accept the hires and separations was made by Jessica Bloom. Second by Christine Hooven. Motion carried.

Raffle Drawing:

Dave Mason, Board Member was present to draw the winning ticket from the annual board sponsored raffle. The raffle winner was Jackie Cormier from Houtzdale. She purchased the winning ticket from a child in the Houtzdale Head Start center.

Director's Report:

HS and EHS Budget: All representatives received a copy of the HS, HSSAP and EHS budget. Pauline Raab, CEO explained that all of the reports are right on track. Pauline discussed this year being the first year of a five year grant cycle.

A motion to accept the budget was made by Jessica Bloom. Second by Kaylie English. Motion carried.

Enrollment/Recruitment: An update on enrollment was presented. Early Head Start is down in enrollment by 26 children and Head Start is down in enrollment by 27 children. Recruitment is ongoing across the board. Representatives were encouraged to continue to spread the word during Parent Meetings and in their community about CenClear preschool programs.

Stats: 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.

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

A motion to accept the credit card report was made by Meghan Olson. Second by Angel Lefebvre. Motion carried.

School Readiness: No updates or changes have been made at this time.

Parent Engagement Report: Tabytha discussed the upcoming Board sponsored movie, "Frozen II" for CenClear children at The Rowland Theatre in Philipsburg on Saturday, November 23rd.

Approval of Minutes: Policy Council members reviewed the October meeting minutes.

A motion to accept the October meeting minutes was made by Jessica Bloom. Second by Kaylie English. Motion carried.

Next Meeting:

The next Policy Council meeting is on Tuesday, January 21st, 2020. Dinner will be served at 4:00 PM.

The Policy Council meeting was adjourned at 6:21 PM.

A motion to adjourn the meeting was made by Meghan Olson. Second by Angel Lefebvre. Motion carried.

Respectfully Submitted by:

Jamie Dunlap, Secretary.