



Policy Council Meeting Minutes

Date: February 17, 2021

Sign in: Pauline Raab, Tabytha Carr, Amy Wible, Mark Wendel, Tishawna Aljoe, Katelynn McAllister, Dawn Kunsman, Zachary Wolbert, Heather Kester, Jessica Bloom, Ashley Collins, Stephany Wallace, Shannon Smeal, Shawna Kemp, Mickayla Bryan, Betsey Llewellyn,

Notice of Quorum: A quorum was present. **Y** or N

Meeting Called to Order: The meeting was called to order at 4:40PM.

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: Heather Kester. A Motion to accept the new members was made by Tishawna Aljoe. Second by Dawn Kunsman. Motion carried. Ashley Collins (joined late). A motion to accept the new members was made by Katelynn McAllister. Second by Tishawna Aljoe. Motion carried.

Approval of Minutes- An approval to accept the month of January Meeting Minutes was made by Zachary Wolbert. Second by Shannon Smeal. Motion carried.

Treasurers Report:

Given by: Tabytha Carr

An explanation of the budget report was given to the representatives. For the month of December, the balance of the Policy Council budget was \$14,992.56

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

Service Area Training- Early Childhood Education with Amy Wible, Child Development and Disabilities Coordinator

Amy discussed Positive Behavioral Interventions and Supports (PBIS). She spoke about the 3 tiers. Tier 1 is things that are put in place for all children. Tier 2 is something special put in place for a child. Tier 3 is children who have extreme elevated behaviors and are not responding to supports in place. Looking at a team approach. She discussed rules and expectations. The expectation that was voted on and set was: Be Safe, Be Kind, Be Respectful. Talked about the backpack series that parents should be receiving from teachers and Home Visitors. These are one page tips (Ex: child who is biting). Tabytha pointed out that this is also located in the electronic parent area on the CenClear website.

Amy also discussed Kindergarten registration. They are collecting information from school districts and this will be sent out to parents. It will look different this year due to the pandemic.

An approval to accept the training was made by Ashley Collins. Second by Shawna Kemp. Motion carried.

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

Ashley at Coalport stated she is involved in both HS and EHS. She stated HS had been off due to Covid, but recently went back to in person, however she chose to keep her son at home doing remote learning. She stated Lisai and her are keeping in touch, working on letter recognition and counting. They are to be doing a Valentine exchange this Friday. For EHS she stated they are doing remote visits twice a week. They took the children's feet and made them in to a heart for Valentine's Day.

Dawn at Harmony stated they just went back full time this month. It has been nice to get them back in class and get in a routine. They did their Valentine exchange (felt like normalcy) and did a book exchange today. They are working on bread making lessons this week.

Committee Updates

Health/Nutrition-No updates

Education/Special Services-No updates

Interview/Personnel-Many interviews taking place. Will continue to share that information through Remind for anyone who can assist

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team Next meeting is 2/24 from 10-11 via WebEx. If anyone did not sign up for the committee and is interested in attending please reach out to Tabytha

Recruitment/Enrollment-No updates

Budget Committee-No updates

Old Business

None

New Business:

Hires and Separations- Hires and Separations were reported to date. An approval to accept the hires and separations was made by Shannon Smeal. Second by Ashley Collins. Motion carried.

Parent Engagement Updates- Tabytha talked about the importance of completing volunteer forms and turning in monthly. Questions were brought up about not enough room on the form when parents are working on goals every day. Tabytha stated multiple forms can be used if necessary.

Tabytha also talked about the Reading Challenge that will be coming out for March. Remember to turn in slip to receive a book.

Termination of Membership

N/A

School Readiness (if any updates/changes)

N/A

PBIS/Sanctuary Updates:

The PBIS Leadership Coordinator team has been working through the Cultural Companion discussing cultural bias. Through working through that companion the team has updated the Mission and Vision statement.

The agency hopes to achieve Sanctuary certification in May.

Director's Report:

HS and EHS Budget Report

Pauline explained the budget. She stated they are looking good, will need to look at after March. Received a letter of funding guidance from Feds. No budgetary movement in DC to move anything. Got approved for carry over budget form last year. An approval to accept the budget was made by Shannon Smeal
Second by Ashley Collins Motion carried.

Credit Card Expenses – A summary of credit card expenditures was given to council. Biggest costs are supplies and gas. A motion to accept the credit card report was made by Shannon Smeal Second by Ashley Collins. Motion carried.

Statistics/Program Information Pauline asked the PC reps to review and if any questions please ask. An approval to accept the statistic/program information was made by Shannon Wallace. Second by Ashley Collins. Motion carried.

Enrollment/ Recruitment

About 57 needed in HS, EHS needs 0, HSSAP 9 needed. Tabytha let everyone know that we are taking applications for the 21-22 school year. She reminded council of the parent incentive available.

Pauline provided Covid updates. She explained why CenClear is stringent with the 14 day quarantine. The agency wants to ensure all are safe.

Adjournment

The Policy Council meeting was adjourned at 5:24PM. Motion to adjourn was made by Shannon Smeal. Second by Ashley Collins. Motion carried.

Next Meeting

March 16, 2021 4-6PM

Respectfully Submitted by:

Tishawna Aljoe
Policy Council Secretary