



Policy Council Meeting Minutes

Date: April 21, 2020

Attendance: Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO. Angie Mullen, Business Manager. Colleen Mortimer, PSU Healthy Bodies Project. Betsy Llewellyn, Board Representative. Nikki Supenia, Parent Engagement Department Assistant. Jamie Dunlap, Jessica Bloom, Angel Lefebvre, Kaylie English, Shawna Kemp, Caci Curtis

Absent: Ashley Collins, Adam Stone, Ashley Grant, Brooke Conklin, Christina Rickard, Ronnette Pittsley, Crystal Miller, Micah Martin, Danelle Serena, Robyn Wisor, Ronnette Pittsley, Sara Lippert, Brittany Roberts

Notice of Quorum: A quorum was present.

Meeting Called to Order: The meeting was called to order at 4:41pm.

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 reviewed the February meeting minutes.

A motion to accept the February meeting minutes was made by Kaylie English. Second by Angel Lefebvre. Motion carried.

Treasurers Report: With working from home unable to access QuickBooks. Once staff return to the office they will send a report.

Service Area Training: Christine Glace, Health/Safety/Nutrition Coordinator was unable to attend. Provided an update that CenClear Food Bank is open by appointment only. The next time open is Thursday from 9-11AM. They have distributed food to over 100 families in need.

If a parent is in need of food please reach out to your Family Service Worker, Home Visitor, or Teacher to schedule an appointment for pick up or delivery. Only two staff members are at the Food Pantry. They are taking necessary precautions for social distancing by only allowing one person in at a time. Discussed meals Sheetz is offering to children as well as local school districts.

Center Reports: Representatives were encouraged to share activities from February, prior to closure, or any other updates. Representatives could not remember that far back. Angel said doing things over the phone has been beneficial and difficult. It is nice having information and pictures to refer to at a later time.

Committee updates:

Health/Nutrition-No update

Education/Special Services-Staff are looking at a new curriculum, Frog Street. Still looking for parents to be part of this committee. If representatives have an interest they are to reach out to Nikki via Remind.

Interview/Personnel-could be doing phone interviews during this time. Reported that none have been scheduled.

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team-have not had any meetings since the closure. However had been meeting bi-weekly prior to closure.

Recruitment/Enrollment-No updates

Budget Committee-had a meeting March 13th. Budgets will be presented later during this meeting.

Old Business:

None

New Business:

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

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

Parent Engagement Report: Tabytha discussed the PACT Challenges being shared with families. Representatives acknowledged they have received them and submit when they can.

Tabytha discussed Ready Rosie playlists. Representatives acknowledged they have received them and try to do them when they can.

Tabytha discussed the importance of completing the volunteer verification form. We still need to meet our 20% match. Parents can document their hours on a piece of paper and submit to Home Visitor, Family Service Worker, or Teacher. Nikki Supenia stated she could also share a PG-19 on Remind for anyone who has printing access or to use a reference.

Resignation of Members: Christine Hooven, no longer involved in the program

A motion to accept resignation was made by Angel Lefebvre. Second by Kaylie English. All in favor none opposed.

HS, EHS, HSSAP Budgets: Angie Mullen discussed final revisions for the 20-21 budgets. This was after committee meetings held the past several weeks to discuss any increases/decreases were attended by Policy Council and Finance Committee members. The 1st application discussed Includes base and T&TA funding. A balance budget with increases and decreases by category was presented. Base funding of \$1,731,248.00 and T&TA funding of \$39,090.00 for a total of \$1,770,338.00 for EHS was approved for submission. The HS portion also had increases/decreases for a total balanced budget of \$5,098,035.00 in base funds and \$55,987.00 for T&TA. The HSSAP budget is flat funded this year. Expenses were presented by category for a total of \$1,008,750.00. After discussion on what was included in the budgets, all 3 Program applications were unanimously approved for submission based on our Letter of Funding Guidance dated January 30, 2020. The HS/EHS application will be going in prior to May1st. The HSSAP application will be submitted by April 30th, with the budget submitted within 2 weeks of the approved application.

A motion to accept the HS, EHS, and HSSAP budgets was made by Shawna Kemp. Second by Caci Curtis. All in favor none opposed.

COLA/Quality Improvement Budgets: Angie Mullen presented the details for the COLA and Quality Improvement funds. The Required COLA for 2020-21 was 2%. This was given to all staff in HS/EHS. The funds in excess of these costs went to cover increased premiums for both Health and General Liability Insurance. The Quality Improvement funds allowed for a Full time EHS Home Visiting Sub and 18 classroom assistants in the HS Grant. This will allow a 3rd person in each of the Head Start classrooms that are fully funded through Federal HS funds. Split funded classed did not have the money to add these positions. QI must be linked to trauma informed care. Pauline Raab stated that children who experience difficulties in the classrooms require additional sets of hand to get what they need out of the classroom. EHS was awarded \$34,625.00 in COLA funds and \$30,396.00 in QI funds for a total of \$65,021.00. HS was awarded \$101,961.00 in COLA funds and \$189,908.00 in QI funds for a total of \$291,869.00. After discussion, it was unanimously decided to submit the Federal Grants for COLA and QI based on these numbers.

A motion to accept the COLA/Quality Improvement budgets was made by Kaylee English. Second by Shawna Kemp. All in favor none opposed.

There will be another budget deadline of May 15th. Will call a meeting to go over that budget.

Director's Report:

HS and EHS Budget: All representatives received a copy of the HS, HSSAP and EHS budget. Angie Mullen explained that EHS is within \$2,000.00 of their budget. HS is below budget. Looking at a continuation to spend the money in the most appropriate way. Working with Regional office on this. State budget is within \$55,000.00 which is a little under but normal for this time of year.

A motion to accept the budget was made by Shawna Kemp. Second by Angel Lefebvre. 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%. Not processing drops during this pandemic.

Credit Card Expenses: A summary of credit card expenditures was given to the council by Angie Mullen. Total for March was \$62,130.00. Half being the Sheetz bill for fuel, \$27,000. supplies and \$11,000.00 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.

School Readiness: Tabytha Carr presented the updated School Readiness plan. Reviewing the school readiness goals.

A motion to accept the School Readiness Plan was made by Kaylie English. Second by Angel Lefebvre. All in favor none opposed.

Review: Focus Area 1 review occurred last week. All went well. Not asked to provide additional details. Thank you to PC representatives who were able to participate.

CARES Act: Office of Head Start has given direction about a short summer program for children going into Kindergarten in the Fall or children with an IEP ages 3-5. Looking at how to do that. OHS do not want a new program written. Will be submitting a budget to do this. Planning for it and if we need to make changes we can do so with the Pandemic. This would impact 384 children with an IEP or going into Kindergarten in the fall. Not competitive money, but need to get request in as soon as possible. This will be another budget that needs reviewed and approved in May.

SELF Assessment: Has been started a while ago but with the pull of face to face services has been on hold. A parent survey will be coming out. Pauline will get the survey to Nikki to share via Remind. Asked to please complete so we can complete the SELF assessment.

Governor Wolf extended the stay at home order until May 8th. Classrooms will not be going back this year. Socializations will not be occurring as well. Working on a phase in plan for staff. Not sure what this will look like but will be following the guidelines to ensure safety for all.

Mental Health Division is taking referrals and continuing to see families via tele-health. Essential services.

No Staff have been laid off. All are working from home. Will slowly transition back to site.

Jamie Dunlap provided an update that the Salvation Army is giving out FEMA meals on Saturday, April 25th starting at 9:00 AM. They will distribute until they run out. Nikki Supenia will send this information out on Remind as well.

Adjournment: A motion to adjourn the meeting was made by Kaylie English. Second by Angel Lefebvre. All in favor none opposed. The Policy Council meeting was adjourned at 5:21pm.

Next Meeting:

The next Policy Council meeting is on Tuesday, May 19, 2020. Dinner will be served at 4:00 PM.

Respectfully Submitted by:

Jamie Dunlap, Secretary.