



Policy Council Meeting Minutes

Date: July 21, 2020

Attendance: Tabytha Carr, Parent Engagement Coordinator, Jamie Dunlap, Jessica Bloom, Shawna Kemp, Caci Curtis, Robyn Wisor, and Betsy Llewellyn

Absent: Angel Lefebvre, Ashley Collins, Ashley Grant, Brittany Roberts, Brooke Conklin, Christina Rickard, Crystal Miller, Danelle Serena, Micah Martin, Ronnette Pittsley, Sara Lippert, Kaylie English

Notice of Quorum: A quorum was present.

Meeting Called to Order: The meeting was called to order at 4:36pm.

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 received and reviewed the May meeting minutes.

A motion to accept the May meeting minutes was made by Robyn Wisor. Second by Caci Curtis. 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 months of May and June. The balance of the Policy Council budget was \$8,530.40

A motion to accept the May and June budget report was made by Robyn Wisor. Second by Caci Curtis. Motion carried.

Center Reports: Representatives were encouraged to share activities that teachers may have sent out, during closure, or any other updates. Representatives mentioned some teachers have sent home activities for each child and have been checking in a few times a week.

Committee updates:

Health/Nutrition-No update

Education/Special Services- No update

Interview/Personnel- Interviews occurring

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team- Meetings on hold until August

Recruitment/Enrollment-No updates

Budget Committee-No updates

Old Business:

None

New Business:

Early Head Start Curriculum-Baby Talk: Tiffany Ricotta, Early Head Start Director and Jessie Jenkins, EHS Home Visitor presented information on Baby Talk. A motion to approve Baby Talk curriculum was made by Robyn Wisor. Second by Caci Curtis. All in favor, non-opposed.

Hires and Separations: Hires and Separations were reported for May & June.

A motion to accept the hires and separations was made by Robyn Wisor. Second by Caci Curtis. All in favor none opposed.

Parent Engagement Report: Tabytha encouraged representatives to visit the CenClear website to see how each center did with volunteer hours. The centers are listed from most amount of hours to least amount of hours. If you click on the center name there is a personalized center video thanking all volunteers for their participation. Discussed presenting parents with reward options at the beginning of the year to provide motivation for them to complete volunteer hours. Discussed certificates, gift cards, cups, t-shirts and trophies for top 3 overall.

A motion to accept the new recognition ideas was made by Caci Curtis. Second by Robyn Wisor. All in favor, none opposed.

Director's Report:

Budget Report: Tabytha presented the budget and explained the funds that haven't been used due to closure would be used to re-program funds and asking for a carryover waiver for the purchase of center supplies as Pauline discussed at last meeting.

A motion to accept the budgets was made by Jamie Dunlap. Second by Caci Curtis. All in favor none opposed.

Statistics/Program Information: Tabytha 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: Tabytha provided an update on enrollment and that we are at full enrollment.

Credit Card Expenses: A summary of credit card expenditures was given to the council by Tabytha. Total for May was \$15,023.49.

A motion to accept the credit card report was made by Caci Curtis Second by Robyn Wisor. All in favor none opposed.

SELF Assessment: No updates at this time

Let Policy Council know that Colleen Moritmer has retired and will no longer be attending Policy Council meetings.

Adjournment: A motion to adjourn the meeting was made by Jamie Dunlap. Second by Caci Curtis. All in favor none opposed. The Policy Council meeting was adjourned at 5:08pm.

Next Meeting:

The next Policy Council meeting is on Tuesday, September 10, 2020

Respectfully Submitted by:

Jamie Dunlap, Secretary.