



February Policy Council Meeting Minutes

Date: February 20, 2024

Attendance: Tabytha Carr, Jessica Bloom, Betsy Llewellyn, Amy Wible, Tiffany Ricotta, Ashley Kephart, Cassie Fishel, Christine Henfling, Heather Webber, Lindsey Long, Miranda Oquendo, Tishawna Aljoe, Lyncoln Brewer, Tasha Rockey, Tessa Folino, Mark Wendel, Jake Ross, Stephanie Athorn, Christal Hayward

Absent : Ashley Collins, Misty Dickson, Anita Asemota, Destiny Nies, Jill Stewart, Robin Shomo, Muahammad Shirzad, Danielle Wever

Notice of Quorum: A quorum was present.

Meeting Called to Order: 12:12PM

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: None

Termination of Members: None

Approval of Minutes: An approval to accept January's Meeting Minutes was made by Ashley Kephart. Second by Heather Webber. Motion carried.

Treasurers Report: Given by: Tabytha Carr, Parent Engagement Coordinator.

An explanation of the budget report was given to the representatives. The current balance of the Policy Council budget is \$11,531.55

A motion to accept the Treasurer's Report was made by Ashley Kephart. Second by Miranda Oquendo. Motion carried.

Service Area Training: Early Childhood Education, Disability, and Transition Services, Christal Hayward, Child Development Coordinator

Christal discussed that IEP meetings have begun for children transitioning to kindergarten next year. She encouraged parents who are unsure of transitioning their child to kindergarten to still attend the kindergarten transition meetings. Christal discussed having all consents in place and that staff work with School Districts to prepare the school district for transitioning children.

A motion to accept the Service Area training was made by Lincoln Brewer. Second by Heather Webber. Motion carried.

Center Reports:

A parent reported that Hyde received a free bug book that her child really enjoyed.

Another parent reported that Houtzdale celebrated the 100th day of school. They took pictures of the children now then at 100 years old. They also put the 100-year-old picture on money. The children really liked this activity.

Committee updates:

Health/Nutrition: The next Advisory Committee meeting will be held 3/12 from 11-12

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership-The next Child Abuse Prevention Carnival meeting is TBD

Building/Center-no updates

PBIS Leadership Team-The next meeting will be 2/21 from 10-11:00AM

Recruitment/Enrollment-no updates

Budget Committee-The first meeting will be 3/19 from 11-11:30

Old Business

School Photographer ideas- Ashley Kephart is willing to take pictures. Suggested to reach out to local photographers to see if they would donate their time to take pictures. It was discussed that many teachers have nice cameras and may be willing to take pictures. Will look at starting pictures in March.

A motion to purchase necessary picture paper and materials for school pictures was made by Ashley Kephart. Second by Heather Webber. Motion carried.

Full Enrollment Initiative-Tiffany and Amy provided an update on the weekly meetings discussing a change in scope. Head Start finished up their change of scope and fiscal is reviewing to see how the changes can be worked in the budget. Currently Early Head Start is at 99% enrolled and Head Start is at 96.7% enrolled.

Follow-up from report to regional office-Recently received notification that our report remained at the regional level. We have been assigned a T&TA (Training & Technical Assistance) representative to look at our processes and training. Early Head Start and Head Start is being viewed as one program and both programs' processes and training are being looked at.

New Business:

Branding & Marketing-Jake Ross discussed CenClear's new corporate look. We are working to be the employer and provider of choice; creating a virtual classroom tour video to be shared on our website; meet the teacher flyers. Magnus out of Dubois has created new logos which we are hoping to launch soon. We are also looking at targeted ads for recruitment.

Approval of bylaws

Tabytha reviewed edits and changes made by the bylaw committee. Discussion was had regarding the babysitting rate. It was decided to set the babysitting rate at the rate of the babysitter up to \$40. Any amount over \$40 will need approval from the Policy Council.

An approval to accept the updated bylaws was made by Lincoln Brewer. Second by Heather Webber. Motion carried.

PBIS t-shirts & training

Representatives discussed offering PBIS training to families and offering a PBIS t-shirt to all program children.

An approval to offer PBIS training and purchase PBIS t-shirts for program children was made by Lincoln Brewer. Second by Christine Henfling. Motion carried.

Book purchases

Representatives discussed purchasing books for upcoming reading challenges and parent engagement events.

An approval to purchase books was made by Tessa Folino. Second by Christine Henfling. Motion carried.

Volunteer Training Dinner

Will be forming a committee to look at volunteer training dinner. Information will be sent on Class Dojo.

Director's Report

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

HS and EHS Budget Report: All representatives received a copy of the HS, HSSAP and EHS budget. Amy Wible, Preschool Director explained the reports and where we are at this point in the year.

Statistics/Program Information: A copy was given to all representatives. Amy explained the report to the Policy Council and encouraged the council to look over the report and bring any questions to Tabytha Carr.

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

Enrollment/Recruitment:

Amy explained that we are still down children. Tabytha explained that have begun accepting applications for the 24-25 school year and that our parent incentive is still active.

An approval to accept the Director's report was made by Lincoln Brewer. Second by Tessa Folino. Motion carried.

Parent Engagement

Herbal Wellness Webinar-was held virtually on January 22nd

Snow Many Ways to be Healthy

Tabytha discussed that we had about 20 children and families attend the Dubois and Matternville events.

Dr. Seuss Literacy Nights

Tabytha discussed that we would be offering 6 Dr. Seuss Literacy Nights across 3 days. Information has gone out on Class Dojo. All events will be held from 5-6:15. March 7th will be held at the Philipsburg and Houtzdale centers; March 11th will be held at CPI and Matternville centers; March 14th will be held at Penn Grampian and Dubois centers. There will be several activities, games, light refreshments, bingo for books, meet and greet with Dr. Seuss characters, and bingo for books.

Updates

PBIS/Sanctuary-7 centers are in the process of receiving Tier 1 recognition. Amy explained that when a new class is added, or a classroom changes location they must start the recognition process over.

Cultural Equity Leadership-None

Data-hopeful to have data to share at next meeting

Information Memorandums-None

Annual Board Meeting-Mark Wendel discussed the new look of the annual board meeting and invited Policy Council representatives to attend. It is being held on April 3rd. A board and policy council meeting will occur from 4:30-5:30 in person at the Philipsburg Mental Health building or virtually. There will then be an in person social networking event including dinner from 5:30-8:00. We will offer babysitting to any representative wishing to attend.

Adjournment: 1:31 PM

A motion to adjourn was made by Lincoln Brewer. Second by Heather Webber. Motion Carried.

Next Meeting: March 19, 2024 at 12:00pm.

Respectfully Submitted By: Tabytha Carr