



Policy Council Meeting Minutes

Date: October 15, 2019

Attendance: Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO. Amy Wible, Early Childhood Education Coordinator. Lori Francis, PSU Healthy Bodies Project. Kaylie English, Tara Hinds, Robyn Wisor, Laura Davis, Sara O'Connor, Christina Rickard, Jessica Bloom, Sandy Reinke, Jamie Dunlap, Ronnette Pittsley.

Absent: Ashley Collins, Destiny Wisor, Adam Stone, Danelle Serena, Shawna Kemp, Angel Lefebvre, and Brooke Conklin.

Notice of Quorum: A quorum was present.

Meeting Called to Order: The meeting was called to order at 4:33 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: Robyn Wisor, Sara O'Connor, Christina Rickard, Kaylie English, Tara Hinds, Jessica Bloom, Laura Davis, and Ronnette Pittsley.

A Motion to accept the new members was made by Sandy Reinke, Chairperson. Second by Jamie Dunlap, Secretary. 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 \$17,108.59.

A motion to accept the Treasurer's Report was made by Robyn Wisor. Second by Sara O'Connor. Motion carried.

Service Area Training: PBIS (Positive Behavioral Interventions and Supports). Upcoming PBIS Implementation Forum in May 2020 with Amy Wible, Early Childhood Education Coordinator. Amy explained that PBIS educates family and staff on developmentally appropriate expectations and promotes implementation of evidence-based practices to support healthy social emotional development and well-being. Amy talked about the Pyramid Model, a framework for supporting social and emotional development of our children and the goal of the model is to create an environment where every child feels good about coming to school.

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

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

Form Committees: Health/Nutrition Committee, Educational/Special Services Committee, Interview Personnel Committee, Family and Community Partnership Committee, and Building/Center Committee.

Old Business: PIR (Performance Indicator Report)

Motion to accept the PIR was made by Robyn Wisor. Second by Ronnette Pittsley.

New Business:

Hires and Separations: Hires and Separations were reported to date. An approval to accept the hires and separations was made by Jessica Bloom. Second by Kaylie English. Motion carried.

National Head Start Association Dollar per Child Campaign: A Donation, based on the number of enrolled program children, of one dollar per child was determined.

A motion to accept was made by Sara O'Connor. Second by Christina Rickard. Motion carried.

Early Childhood PFCE Framework: Tabytha reviewed the seven stated outcomes from Head Start Parent, Family, and Community Engagement Plan

A motion to accept was made by Kaylie English. Second by Robyn Wisor. Motion carried.

Director's Report:

HS and EHS Budget: All representatives received a copy of the HS, HSSAP and EHS budget. Pauline Raab, CEO. explained the reports and where we are at this point in the year.

An approval to accept the budget was made by Christina Rickard. Second by Jessica Bloom. Motion carried.

Enrollment/ Recruitment: An update on enrollment was presented. Early Head Start is down in enrollment. Head Start is full. 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: A copy was given to all representatives in their Policy Council folder for review for discussion at the next meeting in November.

Credit Card Expenses: A summary of credit card expenditures was given to the council and signed by Sandy Reinke Chairperson. A motion to accept the credit card report was made by Robyn Wisor. Second by Kaylie English. Motion carried.

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

Parent Engagement Report: Tabytha discussed volunteer hours and the importance of in-kind and non-in-kind.

The Policy Council meeting was adjourned at 6:30 PM. Motion to adjourn was made by Sandy Reinke. Second by Ronnette Pittsley. Motion carried.

Respectfully Submitted by:

Jamie Dunlap, Secretary.