



Policy Council Meeting Minutes

Date: February 18, 2020

Attendance: Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO. Amy Wible Early Childhood and Disabilities Coordinator. Colleen Mortimer, PSU Healthy Bodies Project. Betsy Llewellyn, Board Representative. Jamie Dunlap, Jessica Bloom, Brittney Roberts, Danelle Serena, Caci Curtis, Sara Lippert, Kaylie English, and Robyn Wisor.

Absent: Ashley Collins, Adam Stone, Angel Lefebvre, Ashley Grant, Brooke Conklin, Christina Rickard, Ronnette Pittsley, Christine Hooven, Crystal Miller, Micah Martin, and Shawna Kemp.

Notice of Quorum: A quorum was present.

Meeting Called to Order: The meeting was called to order at 4:31pm.

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: Brittany Roberts, Caci Curtis, and Danelle Serena.

A motion to accept the new members was made by Sara Lippert. Second by Robyn Wisor. Motion carried.

Approval of Minutes: Policy Council members reviewed the November meeting minutes.

A motion to accept the November meeting minutes was made by Sara Lippert. Second by Kaylie English. 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 December and January. The balance of the Policy Council budget was \$16,254.84.

A motion to accept the Treasurer's Report was made by Robyn Wisor. Second by Kaylie English. Motion carried.

Service Area Training: Amy Wible Early Childhood and Disabilities Coordinator. Amy explained PBIS (Positive Behavioral Interventions and Supports) and the Pyramid Model, a framework for supporting the social and emotional development of our children. The goal is to create a space where every child feels good about coming to school.

A motion to accept the Service Area Training was made by Robyn Wisor. Second by Kaylie English.

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

Committee updates:

Health/Nutrition-No update

Education/Special Services-No update

Interview/Personnel-continue to attend interviews, no additional updates

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team-continue to meet twice a month. Next meeting scheduled 2/19/20 at 10:00AM

Recruitment/Enrollment-had a meeting 1/29/20 to discuss new eligibility criteria

Budget Committee-had a meeting 2/12/20. Next meeting scheduled for 3/13/20

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 Sara Lippert. Second by Robyn Wisor. Motion carried.

Parent Engagement Report: Tabytha discussed the upcoming Annual Washington DC trip that is scheduled for April 6th 2020.

Tabytha discussed the importance of completing the volunteer verification form.

Resignation of Members: Meghan Olson, Treasurer has resigned and is now employed by CenClear. Tara Hinds resigned and is now employed by CenClear. Laura Davis resigned and is employed by CenClear.

A motion to accept resignation was made by Kaylie English. Second by Danelle Serena.

Election of Officers: Sara Lippert was voted in as the new Treasurer.

Points Based System: The Head Start and Early Head Start Eligibility Criteria was discussed.

A motion to accept the Head Start and Early Head Start Eligibility criteria was made by Sara Lippert. Second by Brittany Roberts. Motion carried.

Treasurer Election: Sara Lippert was voted in as the new Treasure.

A motion to accept the election of Sara was made by Danelle Serena. Second by Kaylie English.

Community Needs Assessment: Clearfield and Centre County Community Assessment was reviewed.

A motion to accept the Clearfield and Centre County Community Assessment was made by Robin Wisor. Second by Kaylie English. Motion carried.

By Laws: The Policy Council By Laws have been updated and presented to Policy Council and were approved.

A motion to accept the updated By Laws was made by Kaylie English. Second by Brittney Roberts.

Director's Report:

HS and EHS Budget: All representatives received a copy of the HS, HSSAP and EHS budget. Pauline Raab, CEO explained that all of the reports are right on track.

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

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: An update on enrollment was presented. Cannot be under enrolled for 18 months. 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.

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

A motion to accept the credit card report was made by Sara Lippert. Second by Brittney Roberts. Motion carried.

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

April 13th is review week. All done by phone. Will need Policy Council Representatives to be present for phone calls.

Adjournment: A motion to adjourn the meeting was made by Sara Lippert. Second by Kaylie English. Motion carried. The Policy Council meeting was adjourned at 6:22pm.

Next Meeting:

The next Policy Council meeting is on Tuesday, March 17th, 2020. Dinner will be served at 4:00 PM.

Respectfully Submitted by:

Jamie Dunlap, Secretary.