



## **March Policy Council Meeting Minutes**

**Date: March 15, 2022**

**Attendance:** Tabytha Carr, Parent Engagement Coordinator. Pauline Raab, CEO, Mark Wendel, Betsy Llewellyn, Tiffany Ricotta, Angela Mullen, Jessica Bloom, Tishawna Aljoe, Sara Lippert, Joanie Martin, Augustine Garcia, Dawn Sedor, Tasha Rockey

**Absent:** Angel Lefebvre, Ashley Collins, Nathaniel Doane, Rachel Bakaysa, Tiffani Doane

**Notice of Quorum:** A quorum was present.

**Meeting Called to Order:** 4:43pm.

### **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

**Approval of Minutes:** An approval to accept the month of February Meeting Minutes was made by Sara Lippert. Second by Augustine Garcia. Motion carried.

**Treasurers Report:** February report Given by: Tabytha Carr, Parent Engagement Coordinator. Balance as of 2/28/22 was \$17,565.35.

A motion to accept the Treasurer's Report was made by Sara Lippert. Second by Joanie Martin Motion carried.

**Service Area Training:** Early Intervention with Tiffany Ricotta, Early Head Start Director

Tiffany talked about socializations. She stated families are to receive two socializations a month. She discussed socialization ideas such as: cooking, music, yoga, and allowed for PC reps to share input/feedback. She discussed about the mail to home assistive technology lending library that is available to families.

### **Center Reports:**

Hyde-doing a PCC event on March 24<sup>th</sup> at the Clearfield Skate Station.

### **Committee updates:**

Health/Nutrition-no updates

Education/Special Services-no updates

Interview/personnel-ongoing

Family & Community Partnership-Child Abuse Prevention Carnivals are April 2<sup>nd</sup> (Dubois) and April 9<sup>th</sup> (Philipsburg)

Building/Center-no updates

PBIS Leadership Team-next meeting is 3/23 from 10-11

Recruitment/Enrollment-no updates

Budget Committee-will be meeting 3:30-4:00 on 4/19

### **Old Business**

**None**

### **New Business:**

**Approve HSSAP Budget**-Angie Mullen stated that the budget committee met prior to today's meeting. She explained the budget is good for 5 years and is due by the end of next week. Discussed \$7,943.00 per child, COLA, utility increases, 3<sup>rd</sup> persons, and increase in food costs. Submitting the budget for \$1,461,573.00 per year for the next 5 years

An approval to accept the HSSAP budget was made by Sara Lippert. Second by Augustine Garcia. Motion carried

**Mileage Increase**-Pauline discussed that the Federal reimbursement rate for mileage is .58 a mile. Due to the recent increases in gas prices, the agency has decided to pay staff .58 per mile for mileage and date it back to January 1<sup>st</sup>.

Tabytha discussed increasing the mileage reimbursement rate for PC reps to .58 a mile. All members agreed.

An approval to update the bylaws to increase the mileage reimbursement rate to .58 was made by Augustine Garcia Second by Joanie Martin. Motion carried.

**PBIS updates-None**

**Hires, Separations-** Hires, and Separations were reported for January to current. An approval to accept the hires and separations was made by Joanie Martin. Second by Sara Lippert. Motion carried.

**Termination of Membership-None**

**School Readiness:** No updates

**Mental Health Professional-**Pauline updated Policy Council that we currently have around 70 children with elevated behaviors. We currently have one Mental Health professional that is providing 4 hours a month for these children. We are looking into hiring a full time Mental Health professional to cover Centre and Clearfield Counties for 35 hours a week.

**Director's Report:**

**HS and EHS Budget Report:** 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.

**Statistics/Program Information:** A copy was given to all representatives. Pauline 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, Chair.

An approval to accept the director's report (budget report, statistics/program information, and credit card expenses) was made by Sara Lippert. Second by Joanie Martin. Motion carried.

**Enrollment/Recruitment:**

Still down 56 children in Head Start, 6 children for Early Head Start, and down 14 children for HSSAP. Discussed parent incentive.

**Parent Engagement**

Volunteer Hours: Reminded staff to complete PG-19's for all PC business, continue to work on teacher directed goals

**Adjournment:** 5:36pm.

A motion to adjourn was made by Augustine Garcia. Second by Joanie Martin. Motion Carried.

**Next Meeting:** April 19, 2022 4:30-6PM

**Respectfully Submitted By:** Tishawna Aljoe, Secretary.