



## Policy Council Meeting Minutes

**Date:** April 19, 2022

**Sign in:** Pauline Raab, Chris Glace, Angela Mullen, Tabytha Carr, Betsy Llewellyn, Augustine Garcia, Joanie Martin, Rachel Bakaysa, Tishawna Aljoe, Jessica Bloom, Tasha Rockey

**Notice of Quorum:** A quorum was present. **Y** or N

**Meeting Called to Order:** The meeting was called to order at 4:38 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:** No new members present to seat.

**Approval of Minutes-** An approval to accept the month of April Meeting Minutes was made by Joanie Martin. Second by Rachel Bakaysa. Motion carried.

### Treasurers Report:

Given by: Tabytha Carr

An explanation of the budget report was given to the representatives. For the month of March, the balance of the Policy Council budget was \$17,370.18. The Parent Account Balance was \$24,659.68.

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

## **Service Area Training-** Health/Nutrition topics with Chris Glace.

Chris discussed the purpose of the Health Case Managers and that a new Health Case Manager for Centre County was coming on board.

We received a \$6,000 grant from State Farm for fire safety equipment. This allows the distribution of fire extinguishers, smoke detectors, carbon dioxide detectors and fire escape ladders to be given to our program parents. Received a \$500 grant from Aldi's to educate families on nutrition and how to prepare meals on a budget. Each family who attends will prepare meals and will be given cooking materials to prepare the meals at home.

Chris pulled up the CDC website and educated representatives on how to utilize the website to access daily Covid counts for our area, access information about Covid vaccinations, and how to schedule a Covid vaccine online.

An approval to accept the training was made by Joanie Martin. Second by Rachel Bakaysa. Motion carried.

## **Center Reports:** Given by representatives.

Jessica at Hyde shared that they recently attended a PCC event at the Skate Station. There was a good turnout and the children really enjoyed themselves. She also shared that they have a turtle for a class pet and a turtle was sent home.

Rachel at Coalport shared that they had an Easter egg hunt last week. Every parent was asked to send in eggs filled with some type of treat. The children enjoyed hunting for the eggs.

## **Committee Updates**

Health/Nutrition-Looking to schedule an advisory meeting next Wednesday

Education/Special Services-No updates

Interview/Personnel-Many interviews taking place. Will continue to share that information through Remind for anyone who can assist

Family & Community Partnership-No updates

Building/Center-No updates

PBIS Leadership Team- Next meeting is 4/20 from 10-11am.

Recruitment/Enrollment-No updates

Budget Committee- last meeting was held prior to the Policy Council meeting until next year

## **Old Business**

None

## **New Business:**

## **Approval of Budgets:**

### **HS, EHS, HSSAP Budgets/Base Grant COLA Application**

Angie Mullen, Business Manager, explained HS, EHS, and HSSAP budgets. She also stated that representatives participated in the previous budget meetings.

Angie stated COLA came in and is to be 2.28 %. COLA is being budgeted for staff salaries.

The total application funds will be submitted as follows for the 22-23 year for 520 Head Start children and 224 Early Head Start children/pregnant mothers:

	Base Funds	T&TA Funds	Total
Head Start	\$5,455,661	\$55,987	\$5,511,648
Early Head Start	\$1,818,183	\$39,090	\$1,857,273

An approval to accept the HS, EHS, and HSSAP budgets was made by Augustine Garcia. Second by Rachel Bakaysa. Motion carried.

### **PBIS t-shirts for all program children**

Discussed purchasing t-shirts for HS, HSSAP and EHS children/pregnant mothers to be given out at end of year celebrations. Shirts will be purchased through Bells Gap at approximately \$5 per shirt. Color selections: hot pink, cherry red and sapphire blue were chosen.

An approval to purchase t-shirts for HS, EHS, and HSSAP children/pregnant mothers was made by Rachel Bakaysa. Second by Augustine Garcia. Motion carried.

### **In-Kind Parent Incentives**

Discussed current parent incentives and reducing the number of volunteer hours to allow more volunteers to receive incentives. Discussed keeping incentives the same.

An approval to reduce volunteer hour incentives and offer current incentives was made by Joanie Martin. Second by Rachel Bakaysa. Motion carried.

**Hires and Separations-** Hires and Separations were reported to date. An approval to accept the hires and separations was made by Joanie Martin. Second by Augustine Garcia. Motion carried.

### **Termination of Membership**

N/A

### **School Readiness (if any updates/changes)**

N/A

### **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.

### **Enrollment/ Recruitment**

EHS 12 needed, HSSAP 10 needed, HS about 59 needed.

An approval to accept the director's report (budget report, statistics/program information, credit card expenses and enrollment/recruitment) was made by Augustine Garcia. Second by Rachel Bakaysa. Motion carried.

**Parent Engagement Updates-** Tabytha explained that May is the last month for the reading challenge and encouraged representatives to continue reading and remember to turn in their child reading form to their teacher to receive a free book.

Discussed DelGrosso Day is scheduled for June 22<sup>nd</sup> and 23<sup>rd</sup>. Delgrosso requested that we utilize two days for this event due to the amount of families that attend.

Tabytha reminded representatives to continue to complete PG-19's.

### **Adjournment**

The Policy Council meeting was adjourned at 5:38PM. Motion to adjourn was made by Rachel Bakaysa Second by Joanie Martin. Motion carried.

### **Next Meeting**

May 17, 2022 4:00-6PM

**Respectfully Submitted by: Tishawna Aljoe**