



## **February Policy Council Meeting Minutes**

**Date: March 19, 2024**

**Attendance:** Tabytha Carr, Jessica Bloom, Betsy Llewellyn, Amy Wible, Tiffany Ricotta, Jessica Mann, Cassie Fishel, Megan Smeal, Danielle Wever, Heather Webber, Tasha Rockey, Robin Shomo, Ashley Kephart, Janessa Morgan, Tishawna Aljoe, Lincoln Brewer, Jessica McBride, Elizabeth Kelly, Tessa Folino, Destiny Nies

**Absent :** Ashley Collins, Misty Dickson, Anita Asemota, Jill Stewart, Muahammad Shirzad

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

**Meeting Called to Order:** 12:14PM

### **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:** Megan Smeal, Janessa Morgan, Jessica Mann, Jessica McBride (Community Representative)

A Motion to accept the new members was made by Heather Webber. Second by Lincoln Brewer. Motion carried.

**Termination of Members:** Jill Stewart, Misty Dickson

A Motion to accept the termination of members was made by Heather Webber. Second by Lincoln Brewer. Motion carried.

**Approval of Minutes:** An approval to accept February's Meeting Minutes was made by Lincoln Brewer. Second by Tessa Folino. 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 \$11,443.15.

A motion to accept the Treasurer's Report was made by Lincoln Brewer. Second by Robin Shomo. Motion carried.

**Service Area Training:** Program Management & Quality Improvement, Amy Wible, Preschool Director

Amy discussed that we must look at how we design, manage, and that what we are doing is right. We must ensure we are following the rules. Amy discussed the community needs assessment. That we must come up with goals based on what is in the community needs assessment. We are in the process of updating our goals which are due May 1st. Projected goals are workforce, substance use disorder challenges, Child Abuse cases, access to resources, and transportation.

Amy discussed the strategic plan which is agency wide. Our goal is to be the premiere employer, explore Artificial Intelligence (AI), and to fully explore before starting something new.

Head Start and Early Head Start focus is to identify goals and improve every year. Focusing on literacy skills-how are children doing; Additional childcare options-collaborate with current providers; Transportation.

Amy discussed the School Readiness plan, and how we manage to ensure we are complying. We have a Compliance Manager who monitors to ensure we are following regulations (completing necessary paperwork, meeting deadlines, etc.). We have Center Quality Improvement (CQI) plans which assist with finding strengths and what we need to work on. Look at communication with staff and parents. Class Dojo has been a great asset. Look at how we communicate with parents/guardians not connected to Class Dojo.

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

### **Center Reports:**

A few parents expressed concerns surrounding illness going around in centers. Amy will connect with the Health/Safety/Nutrition Coordinator to get reminders out to parents/caregivers and staff.

Another parent reported that Hyde is having difficulty finding places to hold socializations. Suggestions were provided.

### **Committee updates:**

Health/Nutrition: no updates

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership-The Child Abuse Prevention Carnivals are scheduled for 4/13, 4/20, and 4/27

Building/Center-no updates

PBIS Leadership Team-The next meeting will be 3/20 from 10-11:00AM

Recruitment/Enrollment-no updates

Budget Committee-The first meeting will be 4/9 from 11-11:30

### **Old Business**

**School Photographer ideas-** We will be starting pictures Thursday this week at Bigler. Still working out dates with other locations. Suggestion made to consider make up picture days due to illness in classrooms.

**Full Enrollment Initiative-**Amy provided an update that we are continuing to work on our plan. Head Start is currently at 97% enrolled and Early Head Start is currently at 98% enrolled. We are moving forward with submitting the change of scope to reduce class sizes. Head Start is exploring transportation concerns and Early Head Start is looking at staff retention.

### **New Business:**

#### **990 and Audit Approval**

Denny (auditor) reviewed pages 1-3 of his audit report that in a clean, unmodified opinion, we are complying with rules and regulations.

An approval to accept the 990 and Audit was made by Lincoln Brewer. Second by Danielle Wever. Motion carried.

#### **Approval of School Readiness Plan**

Amy discussed overall school readiness goals: approaches to learning; social and emotional development; language and literacy; cognition; perceptual, motor, and physical development; social students, and the arts.

An approval to accept the school readiness plan was made by Jessica McBride. Second by Megan Smeal. Motion carried.

#### **Community Needs Assessment**

Amy discussed during the service area training. Will review and approve at next meeting.

## **Program Goals**

Amy discussed during the service area training.

## **Sunscreen/Aloe Vera Training**

Representatives discussed offering sun safety training during Delgrosso Days and purchasing sunscreen and aloe vera to provide to families.

An approval to purchase sunscreen and aloe vera was made by Lincoln Brewer. Second by Jessica McBride. Motion carried.

## **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 and are accepting applications for the 24-25 school year.

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

## **Parent Engagement**

### **Dr. Seuss Literacy Nights**

Tabytha discussed that we had 332 parents and children in attendance at our six events. Discussion was had to offer the event next year. The suggestion was made to put out a survey for date, time, activities, food, etc.

An approval to purchase books and items for the Dr. Seuss event next year was made by Lincoln Brewer. Second by Jessica McBride. Motion carried.

## **Volunteer Training Dinner**

Administrative Office  
50 Bigler Road • PO Box 319 • Bigler, PA 16825  
Phone: (814) 342-5678 • (800) 525-5437  
Fax: (814) 342-2755  
[www.cenclear.org](http://www.cenclear.org)

Mental Health Office  
PO Box 319 • Bigler, PA 16825  
580 Old Route 322 • Philipsburg, PA 16866  
Phone: (814) 342-5845 • (877) 341-5845  
Fax: (814) 342-0532  
[www.cenclear.org](http://www.cenclear.org)

Committee meetings will begin in April

**Annual Board Meeting**

The meeting will take place on April 3<sup>rd</sup>. If you are interested and have not RSVP'd to reach out to Tabytha by the end of the day.

**Updates**

**PBIS/Sanctuary**-Sanctuary is in the re-certification process. Awaiting a date.

**Cultural Equity Leadership**-Continue to meet. Finished the self-assessment. In the process of developing goals.

**Data**-Tabytha reviewed the Quarter 2 Quarterly Report Card.

**Information Memorandums**-None

**Adjournment:** 1:40 PM

A motion to adjourn was made by Lyncoln Brewer. Second by Jessica McBride. Motion Carried.

**Next Meeting:** April 16, 2024 at 12:00pm.

**Respectfully Submitted By:** Tabytha Carr