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## **April Policy Council Meeting Minutes**

**Date:** April 16, 2024

**Attendance:** Tabytha Carr, Jessica Bloom, Adrienne Hess, Tiffany Ricotta, Jennifer Vingless, Cassie Fishel, Jessica Mann, Lyncoln Brewer, Miranda Oquendo, Heather Webber, Danielle Wever, Tessa Folino, Elizabeth Kelly, Jessica McBride, Robin Shomo, Ashley Collins, Lindsey Long, Janessa Morgan, Meagan Smeal

**Absent :** Anita Asemota, Ashley Kephart, Christine Henfling, Destiny Nies, Stephanie Athorn, Tasha Rockey, Tishawna Aljoe, Muhammad Shirzad

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

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

### **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

**Termination of Members:** None

**Approval of Minutes:** An approval to accept March's Meeting Minutes was made by Heather Webber. 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 \$3,823.27

A motion to accept the Treasurer's Report was made by Ashley Collins. Second by Heather Webber. Motion carried.

**Service Area Training:** Health/Nutrition/Safety topics with Adrienne Hess, Health/Safety/Nutrition Coordinator

Adrienne discussed inclusion and exclusion policies and procedures for illnesses in the classroom. We cannot exclude children from the classroom for: common cold (runny nose, cough, congestion, etc.). If the child doesn't have a fever (below 100.4) they can participate. We do not exclude pink eye. If there is an outbreak at the center, we do additional cleaning. We do not exclude hand, foot, mouth, or lice. Children are permitted to finish the day if lice are found. They are not to return to class until under 24 hours of treatment for the lice.

We can exclude children for infectious disease or a vaccinated disease (such as measles).

We can temporarily exclude for an illness that prohibits the child from participating in activities comfortably, risk of spreading a harmful disease, lethargic, difficulty breathing, have a spreading rash, vomiting, etc.

There is no longer a quarantine for positive Covid tests.

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

**Center Reports:**

Port Matilda took a field trip to the Mishler Theatre in Altoona with the school district. The children had a great time.

**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 4/16 from 10-11:00AM

Recruitment/Enrollment-no updates

Budget Committee-no updates

**Old Business**

**School Photographer ideas-** Finishing up pictures. Some pictures have been distributed. Started make up pictures.

**Full Enrollment Initiative-**Amy provided an update that we are continuing to work on our plan. Head Start is reducing the number of children we service. As part of our FEI, we must stay at 97% enrolled for 3 months. Currently we are at 96%. We are requesting to keep the same amount of money but to service less children. Early Head Start is reducing by one caseload. Focusing on staff retention. The goal of this plan is to reach full enrollment next year and maintain full enrollment.

**New Business:**

**Approval of Centre and Clearfield County Community Needs Assessment**

Todd discussed what the community needs assessment is, why its completed, who is involved, what we are trying to find out, data, data sources, community challenges, topics, findings, increased statistics, etc.

An approval to accept the Centre and Clearfield County Community Needs Assessment was made by Robin Shomo. Second by Ashley Collins. Motion carried.

### **Approval of Early Head Start and Head Start Budgets**

Angie discussed that the budget committee has been meeting since February. All budgets balanced. Projected budgets for next year: Head Start: \$6,068,282; T&TA \$55,987; Total Budget: \$6,124,269. Early Head Start: \$2,077,038; T&TA \$39,090; Total Budget: \$2,116,128.

The State HSSAP budget was provided and reviewed on Class Dojo. Approval was obtained from Policy Council representatives through Class Dojo. This budget was submitted to the state yesterday.

An approval to accept the Early Head Start and Head Start Budget was made by Robin Shomo. Second by Ashley Collins. Motion carried.

### **Regional Office Incident Report**

Amy discussed a recent event which required reporting to the Regional Office. There was a concern regarding how a staff member redirected a child. No children were injured or harmed. The situation could have been managed differently. Tone of voice was discussed as well as classroom management and how to move a child from one area to another area. A conversation occurred with the parent.

### **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 ask questions.

**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. Head Start is at 96% enrolled, HSSAP is at 94% enrolled, Pre-K is at 97% enrolled, and Early Head Start is at 102% enrolled.

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

### **Parent Engagement**

## **Volunteer Training Dinner**

Committee meetings will begin in April

## **Updates**

**PBIS/Sanctuary**-Sanctuary is in the re-certification process. Our re-cert will be 2 days in May.

**Cultural Equity Leadership**-our next meeting is tomorrow at 8:15AM.

**Data**-No updates currently

**Information Memorandums**-None

**Adjournment:** 1:14 PM

A motion to adjourn was made by Heather Webber. Second by Danielle Wever. Motion Carried.

**Next Meeting:** May 21, 2024 at 12:00pm.

**Respectfully Submitted By:** Tabytha Carr