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Policy Council Meeting Minutes

Date: January 24, 2025

Community Meeting

Attendance: Tabytha Carr, Tammy Parks, Jessica Bloom, Mark Arneman, Jessica Roussey, Tiffany Ricotta, Mason Strouse, Chris Grubb, Heather Webber, Amy Cormier, Brittany Ondish, Alycia Wolf, Amy Wible, Chesney Boal, Ronald Gallagher, Alicia Brocious, Lincoln Brewer, Tessa Folino

Absent: Destiney Turner, Destiny Nies, Brynn Conklin, Shania Leigey, Deymi Cabrera, Miranda Zimmerman, Alena Huezo

Notice of Quorum: A quorum was present.

Meeting Called to Order: 10:37 AM

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: Mark Arneman

A motion to seat new members was made by Lincoln Brewer. Second by Alicia Brocious. Motion carried.

Termination of Members: Kellie Jackson

A motion to terminate Kellie Jackson, now a CenClear employee, was made by Lincoln Brewer. Second by Alycia Wolf. Motion carried.

Approval of Minutes: An approval to approve November Meeting Minutes was made by Mark Arneman. Second by Brittany Ondish. 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 \$9,137.68.

A motion to accept the Treasurer's Report was made by Brittany Ondish. Second by Alicia Brocious. Motion carried.

Service Area Training: Financial requirements and budgets, Amy Wible, Senior Director

Amy explained that our fiscal budget is yearly and runs August 1st through July 31st. All funds must be spent within that year, we cannot carry over funds. Amy explained that daily costs (meals, gas, heating fuel, etc.), staff wages, insurance, etc. are reviewed and part of the budget. A set amount of money is allocated for each of these line items. Amy further explained that when we review the budget reports at Policy Council meetings, she highlights where we are under spent or overspent. This also helps ensure we are spending our funds before the end of the year.

Fiscal will begin holding budget committee meetings next month to look deeper at the budget we plan to submit for next year. Tabytha encouraged representatives to join this committee and that the final budget will be brought to the Policy Council meeting for final review and approval.

A motion to accept the Service Area training was made by Brittany Ondish. Second by Alycia Wolf. Motion carried.

Center Reports:

Drago, St. Bernard, visited the Hyde center and the children loved him

Committee updates:

Tabytha provided details about each committee and what that committee reviews/discusses

Mental Health and Health Advisory-no updates

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership-no updates

Building/Center-no updates

PBIS Leadership Team-The next meeting is scheduled for 2/3 at 3:00PM

Recruitment/Enrollment-no updates

Budget Committee-will begin scheduling meetings next month

Parent Engagement-The next meeting is scheduled for 1/28 at 1:00pm

Old Business

Parent Engagement Event-Dubois event location votes on Class Dojo-Tabytha reviewed that on December 2, 2024 a post was shared on Class Dojo with a list of locations including price for Policy Council representatives to review and vote on where to hold the event. 16 representatives voted to use the Dubois Preschool center and 2 voted for the Luthersburg Community Center. Motion was carried for the event to occur at the Dubois Preschool.

New Business

Selection Criteria approval: Tabytha reviewed that on December 27, 2024 a post was shared on Class Dojo listing the proposed changes to eligibility criteria points. The ERSEA committee suggested merging the following three questions: guardian currently incarcerated, guardian currently on probation or on parole and guardian have current substance abuse to one question-"Guardian

currently incarcerated or have substance abuse concerns". Lastly, a new question asking if the parent/guardian is a CenClear employee was added to Head Start, Early Head Start and Pre-K eligibility criteria points. These went into effect on January 1, 2025. We had 18 votes approving the eligibility criteria points. Motion was carried.

The report to the Regional Office-Amy informed representatives that a child fell off playground equipment. Additional care outside of the agency was needed therefore we needed to report the incident to our regional office. Additional information has been provided, and our regional office was satisfied with the information provided and this has been closed.

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, Senior Leader, 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 Tammy Parks, Chairperson.

Enrollment/Recruitment:

Tabytha and Amy both provided updates regarding enrollment and that we are still seeking children across all programs-Head Start, Early Head Start, Pre-K and Family Centers. We continue to offer our parent incentive.

An approval to accept the Director's report was made by Alycia Wolf. Second by Chesney Boal. Motion carried.

Parent Engagement

Classroom Volunteers

Tabytha discussed that they are seeking classroom volunteers for World Read Aloud Day on February 5th. All volunteers must be approved prior to volunteering. There are forms and clearances that are required. Parents who have children within the school district must follow our volunteer process in addition to the school district requirements. She discussed the importance of documenting volunteers on the PG-11 to assist with meeting our non-federal match. Volunteers can assist in the classroom, prepare materials, prepare classroom materials at home, attend field trips, attend Parent Committee meetings, and any Policy Council business.

Parent Engagement Events-Tabytha notified representatives that we had low attendance for the nursery rhyme family events. It was discussed that the weather most likely was the reason for low attendance. Tabytha let everyone know that the Parent Engagement committee has a meeting to finalize details for the Dr. Seuss Literacy Nights in March.

PBIS t-shirt/training-Tabytha explained that in past years policy council offered PBIS training to families and Policy Council provided a PBIS t-shirt to all children enrolled. Many representatives expressed how much they like PBIS and what it has to offer.

A motion to purchase PBIS t-shirts for all children enrolled and provide PBIS training was made by Heather Webber. Second by Alycia Wolf. Motion carried.

Updates

PBIS/Sanctuary-Sanctuary networking days are scheduled for April in New York. Staff from the Sanctuary Core Team will be attending.

Cultural Equity Leadership-committee is finalizing details for DEI training for all CenClear staff. We want to ensure our services are equal, diverse, and inclusive to all.

Data/Goals/ Community Report Card-We are approaching the second time point for child assessments. Data will be compiled and shared at upcoming meetings.

Information Memorandums-safety requirements and reporting to regional office was released as well as a reminder that federal grants are due May 1st.

School Readiness/Kindergarten Readiness-None

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-None

Classroom closures-None. Amy discussed weather challenges causing delays and cancellations. She asked for input from representatives about closing centers due to cold temperatures. She explained that she made this decision despite what local school districts were doing since many 3-5 year olds have a tougher time regulating body temperatures than older children. Many were appreciative and felt it was a great decision.

Open Topics-A suggestion made to share delays and closures on WTAJ and radio stations.

It was asked if we could offer Flexible Instruction Days (FID) for snow/cold weather. Amy explained this is no longer allowable through the Office of Head Start but would reach out to see if there were alternate options.

Adjournment: 11:51 AM

A motion to adjourn was made by Heather Webber. Second by Alycia Wolf. Motion Carried.

Next Meeting: February 21, 2025 at 10:00AM

Respectfully Submitted By: Tabytha Carr