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April Policy Council Meeting Minutes

Date: May 21, 2024

Attendance: Tabytha Carr, Jessica Bloom, Anita Asemota, Cassie Fishel, Tasha Rockey, Heather Webber, Betsy Lewellyn, Amy Wible, Elizabeth Kelly, Tiffany Ricotta, Danielle Wever, Janessa Morgan, Robin Shomo, Tishawna Aljoe, Christine Henfling, Miranda Oqeundo, Jessica Mann, Muhammad Shirzad

Absent : Ashley Kephart, Destiny Nies, Stephanie Athorn, Ashley Collins, Lincoln Brewer, Tessa Folino, Linsey Long, Megan Smeal, Jessica McBride

Notice of Quorum: A quorum was present.

Meeting Called to Order: 12:13PM

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 April's Meeting Minutes was made by Muhammad Shirzad. Second by Janessa Morgan. 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 \$3,660.66

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

Service Area Training: Early Intervention and Pregnant Women Services with Tiffany Ricotta, Early Head Start Director.

Tiffany discussed socializations. Pamela Boyce Simms from Singularity Botanicals has been presenting at socializations on natural wellness. Program families can attend any socialization. A calendar of socializations will be shared on Class Dojo.

Amy discussed that one of our program goals is to increase attendance at socializations.

A motion to accept the Service Area training was made by Heather Webber. Second by Janessa Morgan. Motion carried.

Center Reports:

Houtzdale-finalizing end of year wrap up

Philipsburg-CGI will begin filming advertisements on Friday

Committee updates:

Health/Nutrition: 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 will be 5/22 from 10-11:00AM

Recruitment/Enrollment-no updates

Budget Committee-no updates

Old Business

School Photographer ideas- Finished up preschool pictures. Early Head Start staff taking pictures during socializations. Many representatives expressed gratitude for the pictures. Discussion was had to offer school pictures next year.

An approval to offer school photographs next year was made by Heather Webber. Second by Miranda Oquendo. Motion carried.

Full Enrollment Initiative-Amy provided an update that our change of scope has been submitted and we are awaiting approval. We are reducing slots in both Head Start and Early Head Start. Staff spoke with staff at 2 centers where classrooms will be closed. Parents are being notified. Amy discussed providing transportation to two additional classes next year at Philipsburg and Dubois. We received four free buses from another Head Start agency no longer providing bus transportation.

New Business:

None

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:

Tabytha explained that we are accepting applications for next year. Encouraged representatives to refer others and receive a parent incentive.

An approval to accept the Director's report was made by Robin Shomo. Second by Heather Webber. Motion carried.

Parent Engagement

Volunteer Training Dinner

Tabytha briefly discussed the volunteer training dinner and encouraged representatives to RSVP if they have not yet done so. Deadline to RSVP is Friday. Babysitting will be provided.

Delgrosso Days

Tabytha reminded representatives to RSVP for discount coupons by Friday. Coupons will be distributed at pavilion #4 and can be redeemed at any ticket window. The board of directors will be providing \$7 food cards. Tabytha reminded families to ensure they get their food card prior to leaving the ticket window.

Survey Results

Tabytha reviewed the survey results from the Dr. Seuss Literacy Nights.

Updates

PBIS/Sanctuary-Sanctuary recertification is May 29th and May 30th. Amy discussed the recertification process and how PBIS links to Sanctuary.

Cultural Equity Leadership-finalizing implementation plan. Will share the plan when it's completed.

Data-Amy provided that for the year (January to last Friday) there have been 2,294 behavior incident reports (BIRs) completed on 208 children with elevated behaviors.

Information Memorandums-None

Adjournment: 1:19 PM

A motion to adjourn was made by Robin Shomo. Second by Danielle Wever. Motion Carried.

Next Meeting: June 18, 2024 at 12:00pm.

Respectfully Submitted By: Tabytha Carr