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Policy Council Meeting Minutes

Date: November 15, 2024

Community Meeting

Attendance: Adrienne Hess, Deymi Cabrera, Lincoln Brewer, Heather Webber, Tessa Folino, Alycia Wolf, Tabytha Carr, Betsy Llewellyn, Tammy Parks, Jamye Miller, Ron Gallagher, Miranda Zimmerman, Chris Grubb, Jessica Bloom, Robin Shomo, Tiffany Ricotta, Amy Cormier, Mina Anderson, Jessica Roussey, Brittany Ondish, Amy Wible, Krysta Mulroy

Absent: Alicia Brocious, Destiney Turner, Destiny Nies, Alena Huezo, Kellie Jackson, Chesney Boal, Brynn Conklin, Shania Leigey

Notice of Quorum: A quorum was present.

Meeting Called to Order: 10:12 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: Deymi Cabrera, Alycia Wolf, Lincoln Brewer, Chris Grubb, Miranda Zimmerman, Mina Anderson

A motion to seat new members was made by Tammy Parks. Second by Heather Webber. Motion carried.

Termination of Members: None

Approval of Minutes: An approval to approve October's Meeting Minutes was made by Tammy Parks. Second by Heather Webber. 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 \$12,885.00.

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

Service Area Training: Health, Safety, Nutrition with Adrienne Hess, Healthy, Safety, Nutrition Coordinator

Adrienne provided information about Healthy Habits for Healthy Smiles. She discussed choosing healthy drinks for children. Water and milk are the best drink options. Breastmilk is the best option for infants. Juice can be introduced to infants at 6 months old. Drinks with added sugar cause tooth decay, cavities, and a child should not go to bed with a bottle or sippy cup with juice or milk.

CACFP regulations state that we are to give low fat/fat free milk to children in the classroom. Adrienne also discussed encouraging children to drink water and provided tips. Water is important for brain development. Water is always available in the classroom and during outdoor play Adrienne informed representatives that most bottled water does not include fluoride. The performance standards require the agency to look at fluoride levels in the water and ensure children are getting fluoride. Each class does toothbrushing and the toothpaste includes fluoride.

A motion to accept the Service Area training was made by Tammy Parks. Second by Amy Cormier. Motion carried.

Center Reports:

The Dubois center is putting together Thanksgiving boxes for those in need.

Hyde EHS with Paige is working on fine motor skills and delivering Thanksgiving boxes.

The Philipsburg center is putting together Thanksgiving boxes and having a social giving from 5-7:00pm on Monday.

Committee updates:

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

Mental Health and Health Advisory-Next meeting is 1/7 at 11:00AM

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 11/20 at 10:00AM

Recruitment/Enrollment-no updates

Budget Committee-no updates

Parent Engagement-met on 10/29 to begin planning for the upcoming parent engagement event

Old Business

The report to the Regional Office-Amy provided an update that at the last meeting a safety issue was discussed. She explained that safety and well-being is most important. There was an inappropriate technique used in a classroom. We followed our process, reported the incident to the regional office and the situation was unfounded.

Amy informed representatives that we have cameras in all CenClear owned buildings and that we now have cameras on all of our school buses.

New Business:

Officer Elections-Tabytha reviewed each office and the duties of that office.

Chair-Tammy Parks. An approval to accept the election was made by Lincoln Brewer. Second by Heather Webber. Motion carried

Vice-Chair-Lincoln Brewer. An approval to accept the election was made by Tammy Parks. Second by Amy Cormier. Motion carried

Secretary-Alycia Wolf. An approval to accept the election was made by Lincoln Brewer. Second by Mina Anderson. Motion carried

Treasurer-Brittany Ondish. An approval to accept the election was made by Amy Cormier. Second by Lincoln Brewer. Motion carried

Representative to the Board-Mina Anderson. An approval to accept the election was made by Heather Webber. Second by Amy Cormier. Motion carried.

Parent Engagement Event-Tabytha discussed that the Parent Engagement committee met and planned a nursery rhyme family night to occur in December from 5-6:30PM. The planned activities, books, locations, food, etc. were discussed. A suggestion was made to host the Dubois event at a location other than the Dubois center to due limited space. Tabytha will reach out to the YMCA to see if they will permit us to use their facilities. It was discussed that having babysitting available so parents can enjoy time with their preschool children would be beneficial.

An approval to host nurse rhyme family nights was made by Robin Shomo. Second by Tammy Parks. 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 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 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 are on enrollment plans for all programs and continuing to explore options to reach full enrollment. For our federal FEI

we are to have both Head Start and Early Head Start at 97% enrolled. Early Head Start is currently at 97% enrolled and Head Start is at 93%. We continue to offer our parent incentive.

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

Parent Engagement

Classroom Volunteers

Tabytha discussed that they are seeking classroom volunteers. 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.

PBIS Forum (11/13-11/15)

Tabytha and Amy both discussed that staff and parents are at the PBIS forum in Hershey. It's a great opportunity to learn more about PBIS. Encouraged representatives to consider attending next year.

Updates

PBIS/Sanctuary-None

Cultural Equity Leadership-the team ensures we are providing equitable and inclusive services. Meets once a month.

Data/Goals/School Readiness-The end of October the 1st assessment period concluded. Data is being reviewed and will be shared.

Information Memorandums-FY 2025 Monitoring Process for HS recipients. Amy discussed with the group that staff attended a webinar last week about the federal review. We are in the 1st year grant period.

Community Report Card-None

Kindergarten Readiness-None

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-None

Classroom closures-None. From time to time, we need to close classrooms due to staff being off. This is an absolute resort if we do not have any coverage.

Adjournment: 11:51 AM

A motion to adjourn was made by Lincoln Brewer. Second by Tammy Parks. Motion Carried.

Next Meeting: January 24, 2025 at 10:00AM **Respectfully Submitted By:** Tabytha Carr