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## **Policy Council Meeting Minutes**

**Date: October 18, 2024**

**Attendance:** Tabytha Carr, Kellie Jackson, Jessica Mann, Alena Huezo, Alicia Brocious, Jamye Miller, Brittany Ondish, Jessica Roussey, Destiny Nies, Brynn Conklin, Robin Shomo, Ron Gallagher, Shania Leigey, Heather Webber, Chesney Boal, Destiney Turner, Krystal Mulroy, Christine Henfling, Tiffany Ricotta, Amy Cormier, Jessica Bloom, Jessica McBride, Megan Smeal, Joel Albert, Ashley Collins, Lyncoln Brewer, Tessa Folino

**Absent:** Ashley Kephart, Jessica Mann, Lindsey Long, Janessa Morgan, Anita Asemota, Cassie Fishel, Danielle Wever, Elizabeth Kelly, Tishawna Aljoe, Muhammad Shirzad

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

**Meeting Called to Order:** 10:25 AM

## **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:** Kellie Jackson, Alicia Brocious, Destiny Turner, Jamye Miller, Krysta Mulroy, Destiny Nies, Alena Huezo, Tessa Folino, Jessica Roussey, Chesney Boal, Brittany Ondish, Brynn Conklin, Shania Leigey, Robin Shomo, Amy Cormier

A motion to seat new members was made by Heather Webber. Second by Jessica Mann. Motion carried.

**Seating of new community members:** Ron Gallagher. Heather Webber, Jessica Bloom

A motion to seat new community members was made by Tammy Parks. Second by Amy Cormier. Motion carried.

**Termination of Members:** Tasha Rockey, Miranda Oquendo, Stephanie Athorn.

A motion to terminate members was made by Heather Webber. Second by Amy Cormier. Motion carried.

**Approval of Minutes:** An approval to accept June'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 \$0.

A motion to accept the Treasurer's Report was made by Jessica Mann. Second by Amy Cormier. Motion carried.

**Service Area Training:** Program Information Report (PIR) and Sanctuary/PBIS with Amy Wible, Preschool Director

Amy discussed the PBIS tier process. Tier 1 is what is being done for all children, Tier 2 provides additional support to a child where Tier 1 is not successful. Tier 3 is when children are elevated, and Mental Health Consultants are working with families to come up with solutions to decrease behaviors. Amy discussed the PBIS Leadership team and it being a great opportunity for families to get involved in the process.

Amy discussed the PIR for both Early Head Start and Head Start. This document captures fiscal year information. We have a meeting with our program specialist on Monday to discuss it further.

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

### **Center Reports:**

Many attended the Farm Festival and enjoyed themselves. Felt it was a great event. Field trips are occurring next week at the Farm.

Bellefonte-a parent expressed when their child was enrolled at Wingate they received a daily report which they felt was very useful. It helps them feel connected to the classroom.

Many parents expressed that they are not receiving menus.

Bigler and Port Matilda-fire safety prevention events occurred. Port Matilda walked with 5<sup>th</sup> graders to the fire hall. The children loved it.

### **Committee updates:**

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

Mental Health and Health Advisory: Adrienne Hess will be posting on Class Dojo information about upcoming meeting at the end of October

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 October 23<sup>rd</sup> at 10:00AM

Recruitment/Enrollment-no updates

Budget Committee-no updates

### **Old Business**

None

### **New Business:**

#### **Report to Regional Office**

Amy discussed what needs reported to Regional Office where there is an incident. Information is shared with our Federal Regional Specialist. We had a situation where an allegation was made regarding how a behavioral incident was handled. Staff were pulled and an investigation occurred. The incident was reported to our Federal Regional Specialist and CYS. We were able to pull video footage and the situation was unfounded.

Approve PFCE Parent Version

Tabytha reviewed the parent, family, and community engagement action plan (PFCE framework) and discussed the desired family engagement outcomes. She discussed the one-page parent friendly PFCE framework.

An approval to accept the PFCE framework and one page parent friendly PFCE framework was made by Tammy Parks. Second by Kellie Jackson. 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. We continue to offer our parent incentive.

An approval to accept the Director's report was made by Kellie Jackson. Second by Amy Cormier. Motion carried.

## **Parent Engagement**

### **Parent Engagement Event**

Tabytha discussed setting up a Parent Engagement committee meeting for next week to begin discussing details for an upcoming parent engagement event.

### **Classroom Volunteers**

Tabytha discussed classroom volunteers and that a post was shared on Class Dojo seeking 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 (11-1-11/3)**

Tabytha discussed that in previous years the Policy Council approved for parents to attend the PBIS Forum in Hershey. We have 5 parents selected to attend. It was asked if the Policy Council would again cover conference registration costs, meals, lodging and mileage.

An approval to cover cost for the PBIS Forum was made by Jessica Mann. Second by Tammy Parks. Motion carried.

## **Updates**

**PBIS/Sanctuary**-Discussed during the service area training

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

**Data/Goals**-The 5-year goal handout was shared with representatives. The program goals were discussed in more detail last year when preparing to submit the budget.

An approval to approve the 5-year goals was made by Robin Shomo. Second by Amy Cormier. Motion carried.

**Information Memorandums**-None

**School Readiness Plan**-None

**Community Report Card**-None

**Kindergarten Readiness**-None

**PFCE Framework**-discussed earlier in the meeting

**Confidentiality breaches/legal proceedings/reports to authorities**-None

**Classroom closures**-None

**Adjournment:** 12:01 PM

A motion to adjourn was made by Kellie Jackson. Second by Amy Cormier. Motion Carried.

**Next Meeting:** November 15, 2024 at 10:00AM

**Respectfully Submitted By:** Tabytha Carr