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Policy Council Meeting Minutes

Date: February 21, 2025

Community Meeting

Attendance: Tammy Parks, Christal Hayward, Amy Wible, Tammy Walker, Mina Anderson, Jessica Bloom, Ron Gallagher, Bill Elensky, Heather Webber, Mark Arneman, Alicia Brocious, Amy Cormier, Jamye Miller, Betsy Llewellyn, Jessica Roussey, Madison Washell, Deymi Cabrera, Krysta Mulroy, Tessa Folino, Tabytha Carr, Alycia Wolf

Absent: Destiny Nies, Chesney Boal, Brittany Ondish, Shania Leigey, Robin Shomo, Chris Grubb, Lincoln Brewer, Miranda Zimmerman

Notice of Quorum: A quorum was present.

Meeting Called to Order: 10:02 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: Bill Elensky, Madison Washell

A motion to seat new members was made by Heather Webber. Second by Mina Anderson. Motion carried.

Termination of Members: Alena Huevo (resigned due to work obligations), Destiny Turner (missed 3 consecutive meetings, not responding to attempts to contact), Brynn Conklin (too much going on cannot commit)

A motion to terminate Alena Huevo, Destiny Turner, and Brynn Conklin was made by Alycia Wolf. Second by Amy Cormier. Motion carried.

Approval of Minutes: An approval to approve January Meeting Minutes was made by Alycia Wolf. Second by Mark Arneman. 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 \$8,800.65.

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

Service Area Training: Early Childhood Education, Disability, and Transition Services, Christal Hayward and Tammy Walker; Community Needs Assessment, Amy Wible, Senior Director

Tammy discussed developmental and speech disability services. She discussed Individualized Education Plans (IEPs). She explained that we work with school districts and host Kindergarten transition meetings. May 15th is typically the deadline to apply for kindergarten in most school districts.

Christal discussed that we provide many things to help parents transition. We offer a variety of events and activities to assist with transitioning. We provide solution kits. She discussed that our classrooms are made up of a teacher, a classroom assistant and 3rd person in some locations and speech therapists. We discuss healthy friendships-what that means. We promote Positive Behavioral Interventions and Supports (PBIS) expectations-Be Safe, Be Kind, Be Respectful and what they mean. We host annual meetings with the school district to see how we can improve our program.

Amy discussed that at the March meeting representatives would be approving the Community Needs Assessment. The community needs assessment assesses the areas we provide services, what do we know, what does the data show. We know that transportation is a big need for our rural area. She explained that the grant department oversees the process and using data from state census, surveys, school district information, etc.

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

Center Reports:

Hyde is having a Dr. Seuss spirit week and held a Valentine party.
Philipsburg held a Valentine party, and the children enjoyed exchanging Valentines.

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 3/3 at 3:00PM

Recruitment/Enrollment-no updates

Budget Committee-The next meeting is scheduled for 3/21 at 9:30AM

Parent Engagement-no updates

Bylaw-The next meeting is scheduled for 2/25 at 1:00PM

Old Business

None

New Business

Change of Scope approval-Amy discussed that last year in December we were put on a Federal Enrollment Initiative (FEI plan) because we couldn't reach full enrollment. Any program who was below 97% enrolled was put on a FEI plan. We have done a lot to try to reach full enrollment. Last year we submitted a change of scope because we could not get to full enrollment. We asked to serve less children and keep the same amount of money. We looked at adding more bus runs (we were able to add two buses to two classrooms that previously did not have bus transportation) and ways to support classrooms with challenging behaviors (able to adjust with Mental Health Consultant availability). We were approved to provide services to 454 preschool aged children and had 1 year to reach full enrollment. We are now at 1 year and have not reached full enrollment. We have been hovering around 93-94% enrolled for preschool. Early Head Start reached and exceeded 97% enrolled. We connected with our program specialist and are preparing to submit a second change of scope for preschool. We can't reach full enrollment and don't want to lose funds.

We would like to go from 454 to 405 preschool children served. This number is lower than what we currently have enrolled but we are required to have a lengthy waitlist, which we do not. We are looking to collapse 2 classrooms-which we will carry until the end of the year. No child will lose services this year. We will re-allocate staff. We will look at using this money to raise rates for bus drivers to attract bus drivers. We are looking to compensate support staff for getting their CDA. We are also exploring incentives to attract people to work & stay with CenClear.

A motion to submit a change of scope to go from 454 slots to 405 slots was made by Alycia Wolf. Second by Tessa Folino. 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, 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 expenditure will be given at the March meeting.

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 Jamye Miller. Motion carried.

Parent Engagement

Classroom Volunteers

Tabytha discussed that they are seeking classroom volunteers for Read Across America Week. 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.

Parent Engagement Events-Tabytha notified representatives that our first Dr. Seuss Literacy Night is scheduled for March 6th from 5-6:30PM. As the other events are scheduled, they will be shared on Class Dojo.

Updates

PBIS/Sanctuary-Amy discussed that we are part of a network which has a process in place to ensure we are implementing correctly. All centers have been recognized at some level for meeting fidelity.

Cultural Equity Leadership-Amy discussed that this committee will be dismantled and members are welcome to join the sanctuary core team.

Data/Goals/ Community Report Card-More to come, Angela Kendrick compiling 2nd child assessment data.

Information Memorandums-None

School Readiness/Kindergarten Readiness-None

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-None

Classroom closures-None.

Open Topics-Amy shared that we are co-hosting a leadership group through PA Head Start Association. They are a group that advocates for our programs at the state level. They visited our centers at Matternville and CPI. Amy explained that today was the board meeting.

Discussed the importance of taking time to advocate for Head Start and Early Head Start services. There are ways you can get your story out, for legislators to understand the importance of our services. Information will be shared on Class Dojo.

Adjournment: 11:44 AM

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

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

Respectfully Submitted By: Tabytha Carr