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## **Policy Council Meeting Minutes**

**Date: March 21, 2025**

### **Community Meeting**

**Attendance:** Tabytha Carr, Tammy Parks, Jessica Bloom, Hannah Hartsock, Dennis Nelson, Jennifer Vingless, Amy Wible, Heather Webber, Jessica Roussey, Robin Shomo, Alycia Wolf, Alicia Brocious, Tessa Folino, Lyncoln Brewer, Mina Anderson, Krysta Mulroy, Chris Grubb, Amy Cormier

**Absent:** Jamye Miller, Destiny Nies, Chesney Boal, Brittany Ondish, Ronald Gallagher, Shania Leigey, Deymi Cabrera, Miranda Zimmerman, William Elensky, Mark Arneman, Madison Washell

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

**Meeting Called to Order:** 10:00 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:** Hannah Hartsock

A motion to seat new members was made by Jessica Bloom. Second by Amy Cormier. Motion carried.

**Termination of Members:** None

**Approval of Minutes:** An approval to approve February Meeting Minutes was made by Jessica Bloom. Second by Robin Shomo. 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 \$1,469.29.



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

**Service Area Training:** Program Management and Quality Improvement, Amy Wible, Senior Director

Amy discussed the importance of program design and management, specifically for Head Start and Early Head Start programs. She emphasized the need to assess and improve programs based on community needs and ensure high-quality services.

Amy talked about quality improvement, including staff and parent surveys, observations and feedback to assess and improve program quality. She emphasized the importance of consistent procedures and communication.

A motion to accept the Service Area training was made by Jessica Bloom. Second by Alicia Brocius. Motion carried.

### **Center Reports:**

Robin attended the Dr. Seuss Literacy night, and her children enjoyed the event.

### **Committee updates:**

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

Mental Health and Health Advisory-the next meeting is scheduled for 4/29 at 11:00AM

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership-the next child abuse prevention carnival planning committee meeting is 4/1 at 9:00AM

Building/Center-no updates

PBIS Leadership Team-The next meeting is scheduled for 4/7 at 3:00PM

Recruitment/Enrollment-no updates

Budget Committee-The next meeting is scheduled for 4/21 at 9:30AM

Parent Engagement-no updates

Bylaw-no updates

### **Old Business**

None

### **New Business**

**Financial Report approval**-Denny presented the financial audit report, stating that CenClear received a clean, unmodified opinion. He emphasized the importance of internal controls and compliance with federal regulations.

A motion to approve the financial report was made by Lyncoln Brewer. Second by Jessica Bloom. Motion carried.

**Community Needs Assessment approval**-Amy Wible provided updates on the Community Needs Assessment including changes in income and employment support, substance abuse resources, child abuse prevention, and food security challenges. A recommendation to include domestic violence with child abuse prevention.

A motion to add domestic violence with child abuse prevention in the community needs assessment was made by Heather Webber. Second by Jessica Bloom. Motion carried.

A motion to approve the community needs assessment was made by Jessica Bloom. Second by Tessa Folino. Motion carried.

**Bylaw approval-**A copy of the proposed by law changes was presented to policy council. Items marked in red were being removed and items marked in yellow wording were changed.

A motion to approve the bylaws was made by Robin Shomo. Second by Tessa Folino. Motion carried.

**Annual board meeting-**Tabytha encouraged representatives to attend the annual board meeting at CPI on April 2<sup>nd</sup>. She explained it's a great way to network with CenClear staff, program parents, and community stakeholders. Representatives were asked to reach out if interested in attending.

**Reported Child Incident-**Amy discussed an incident on the playground where a child was excited, went up the sliding board, hit their chin on the ladder, received a gash on the chin that required first aid. The school nurse looked at the injury and determined stitches were needed. A report was made to the regional office. We provided information on root cause, training, etc. Waiting to hear back from the regional office.

## **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/Attendance Reports:** 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. Tabytha and Amy discussed that the change of scope was submitted to reduce from 454 children served to 405 children served. We are hopeful this will allow us to reach full enrollment and have a lengthy waitlist. We are awaiting approval. St. Mary's was discussed as an area of concern for enrollment.

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

## **Parent Engagement**

**Parent Engagement Events-**Tabytha discussed that two more Dr. Seuss literacy nights will be occurring. Philipsburg is scheduled for March 31<sup>st</sup> and Matternville will be scheduled for April. A survey will be shared upon completion of the events for parent/guardian feedback.

## **Updates**

**PBIS**-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. We will be submitting a video recognition video for the Hersey Conference.

**Data/Goals/ Community Report Card**-More to come, Angela Kendrick compiling 2<sup>nd</sup> child assessment data. Data report card will be shared on Class Dojo.

**Information Memorandums**-Diversity, equity, and inclusion information was shared. There will be no changes to children with disabilities services. More to come as we learn more information.

**School Readiness/Kindergarten Readiness**-Amy discussed that the final report will be shared at the next meeting.

**PFCE Framework**-None

**Confidentiality breaches/legal proceedings/reports to authorities**-child incident which was previously discussed.

**Classroom closures**-None.

**Open Topics**-Tabytha discussed that representatives were surveyed regarding policy council meeting dates/times. Survey results showed 10:00 was the best time to meet and Mondays is a better date to meet. The April meeting will be moved to April 21<sup>st</sup> and survey results will be shared on Class Dojo.

**Adjournment:** 11:31 AM

A motion to adjourn was made by Jessica Bloom. Second by Robin Shomo. Motion Carried.

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

**Respectfully Submitted By:** Tabytha Carr