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Policy Council Meeting Minutes

Date: March 31, 2026

Community Meeting

Attendance: Tabytha Carr, Hannah Hartsock, Yemisi Ayoola, Tammy Parks, Taylor Harrigan, Regina Harris, Jessica Bloom, Sandra Drumm, Harley Chambers, DeeAdda Forbes, Tiffany Steward, Betsy Llewellyn, Angela Mullen, Dennis Nelson, Mark Arneman, Alicia Brocious, Amy Wible, Heather Webber, Josh Kephart, Ashley Martin, Maria Ramos, Andrew Smith

Absent: Brittany Ondish, Destiney Nies, Megan Smeal, Moriah Lewis

Notice of Quorum: A quorum was present.

Meeting Called to Order: 5:03 PM

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: Approval of February Meeting Minutes was made by Harley Chambers. Second by Jessica Bloom. Motion carried.

Treasurers Report: Given by: Tabytha Carr, Parent Engagement Director.

An explanation of the budget report was given to the representatives. The current balance of the Policy Council budget is \$4,279.86.

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

Board Report- The annual board meeting and dinner will be April 1st

Service Area Training: Program Management and Quality Improvement with Amy Wible, Senior Preschool Officer.

Amy discussed that we use data from our community needs assessment, Head Start and Early Head Start program goals, school readiness plan, and behavior incident reporting to inform our program design.

We use governing body involvement, policy council involvement, organizational structure, human resources, fiscal oversight, and ongoing monitoring as processes that support program design and management.

Amy talked about quality improvement and how we evaluate our services and plan for ongoing growth. We use staff satisfaction surveys, parent surveys, ongoing monitoring, compliance tracking, benchmarks of quality-PBIS, and data.

A motion to accept the service area training was made by Sandra Drumm. Second by DeeAdda Forbes. Motion carried.

Center Reports:

An Easter Egg hunt is being held at the Rustic Ridge Farm on April 4th. Vouchers are being provided to CenClear families for a free balloon.

Mt. Top had picture day last week. The children were practicing their smiles.

Hyde is holding a socialization on April 9th at the Clearfield Rec Park. There will be an easter egg hunt and grilling.

Penn Grampian is planting a chia pet.

Committee updates:

Tabytha discussed each committee

Mental Health and Health Advisory- Next meeting will take place next year, September 15th at 11:00AM

Education/Special Services-no updates

Interview/Personnel-ongoing. Tabytha will continue to post scheduled interviews on Class Dojo.

Family & Community Partnership- met on 3/23 at 1:00 to finalize details for the superhero carnivals. April 11th will be held at Bigler from 11-1 in collaboration with the health screening day. The clothing closet will be open. April 21st will be held at CPI from 4-6 and April 28th will be held at St. Marys from 2:30-4:30.

Building/Center-no updates

PBIS Leadership Team- next meeting is April 6th at 3:00

Recruitment/Enrollment-no updates

Budget Committee- our final meeting will be April 14th at 4:30

Parent Engagement- our next meeting will be April 3rd at 9:00AM to finalize details for last PE event at Matternville.

Bylaw-met no update

Old Business

Federal Review- Our federal review is scheduled for the week of April 13th.

New Business

Approval of financial report and 990-Denny explained that his team reviewed CenClear financials for the 7/31/25 fiscal year. They provide a clean, unmodified opinion. This is the highest opinion anyone can receive.

Denny explained that a report will be sent to the Data Clearing House. No deficiencies. They review internal control, do not provide an opinion. CenClear has a segregation of duties in place. Foot notes are used to provide an explanation behind the numbers.

He explained that auditors are audited one time every 3 years to ensure they are complying as well.

Denny reviewed that the 990-tax return- will be filed to the IRS and that we are tax exempt.

A motion to approve the financial report and 990 was made by Harley Chambers. Second by Jessica Bloom. Motion carried.

Approval of Standards of Conduct-The updated standards of conduct form was presented to representatives for review and approval.

A motion to approve the standards of conduct was made by Harley Chambers. Second by DeeAdda Forbes. Motion carried.

Approval of IT policy and procedures-Josh reviewed each section of the IT policies and procedures: acceptable/unacceptable use of equipment, internet use, prohibited use, email communication, hardware, software, data, AI, security, incident response, website management, and emergency management.

A motion to approve the IT policies and procedures was made by DeeAdda Forbes. Second by Sandra Drumm. Motion carried.

Annual Board Meeting-Tabytha discussed that the annual board meeting is scheduled for April 1st at Bigler. We had 4 parents RSVP. Tammy has volunteered to share her Early Head Start experience.

RCPA Capitol Day-Tabytha discussed that a message was sent out on March 17th on Class Dojo to get approval to send Jan Craig to Harrisburg for RCPA Capitol Day. We were able to cover her mileage, hotel accommodations, and food. She and Mason Strouse met with Scott Conklin's office, Senator Deutsch's office, and Kerry Benningoff's office to advocate for Early Childhood services.

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. Tiffany Steward, 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. Tiffany 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 was given to the council and signed by Tammy Parks, Chairperson.

Enrollment/Recruitment:

Tabytha explained that we continue to maintain 97% enrollment for Head Start and HSSAP and that we are at 92% enrolled for PreK. We have openings in all programs. We continue to offer our parent incentive. We have begun looking at returners and will start building class lists in March. Acceptance letters will be mailed in April.

A motion to approve the Director's report was made by DeeAdda Forbes. Second by Sandra Drumm. Motion carried.

Parent Engagement

Parent Engagement Event-We hosted a Reading Rainbow Parent Engagement event on Saturday, March 7th at our Hyde preschool center. We had 18 adults and 19 children attend. We are meeting to plan the May parent engagement event for Matternville.

Parent training dinner-Tabytha discussed that in May/June we typically host a parent training dinner. We recognize parents for volunteering, provide a meal, provide babysitting, have a guest speaker and provide goal focused items for families.

A motion to approve hosting a parent training dinner was made by Harley Chambers. Second by Maria Ramos. Motion carried.

Updates

Advocacy-None

PBIS-None

Data/Goals/ Community Report Card-Tabytha reviewed data from the ECE Quarterly Report.

A motion to approve the ECE quarterly report was made by Harley Chambers. Second by DeeAdda Forbes. Motion carried.

Information Memorandums-None

School Readiness/Kindergarten Readiness-None

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-None

Significant incidents affecting the health & safety of participants- Tiffany provided an update on the T&TA meeting with Tavon and Jen. We have a corrective action plan for an area of non-compliance. We are looking to go back to Tier 1-PBIS and focus on relationships with staff and students. We also updated our standards of conduct and are reviewing that with staff more frequently.

Circumstance affecting financial viability of the program-None

Confidentiality breaches/Legal proceedings/Reports to authorities-None

Classroom closures-None.

Open Topics

There is a toddler/baby expo being held April 11th at the Dubois Middle School

Adjournment: 6:49 PM

A motion to adjourn was made by Harley Chambers. Second by Sandra Drumm. Motion Carried.

Next Meeting: 4/14/26

Respectfully Submitted By: Tabytha Carr