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## **Policy Council Meeting Minutes**

**Date: May 18, 2026**

### **Community Meeting**

**Attendance:** Tabytha Carr, Tammy Parks, DeeAdda Forbes, Hannah Hartsock, Jessica Bloom, Sandra Drumm, Tiffany Steward, Betsy Llewellyn, Amy Wible, Marissa Hayward, Yemisi Ayoola, Heather Webber, Harley Chambers, Moriah Lewis, Mark Arneman, Andrew Smith

**Absent:** Alicia Brocious, Brittany Ondish, Destiny Nies, Maria Ramos, Ashley Martin

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

**Meeting Called to Order:** 5:00 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 April Meeting Minutes was made by Jessica Bloom. Second by Mark Arneman. 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 \$2,827.82.

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

**Board Report-** Betsy reported the board was happy about the review and that they had a lot of positive comments about Policy Council. The board will cover costs for upcoming movies. June 26<sup>th</sup>

Toy Story 5 will be shown at the Rowland Theatre. The board will cover the cost for 2 adults tickets, all children tickets, popcorn, and a small drink for each person with a voucher. Movies will be shown at the Rustic Ridge Farm, an outdoor venue. There will be 2 movies in June 2 in July, and 1 in August. The movies are free. The board will provide each family with a \$10 food voucher to use at the concession stand and transportation will be provided.

**Service Area Training:** Early Intervention and Pregnant Women Services with Tiffany Steward, Senior Early Yeas Officer and Marissa Hayward, Early Head Start Maternal Health Supervisor.

Marissa discussed pregnant women services. She explained what occurs when they are added to the program; a 90-minute home visit occurs weekly to support pregnant mother. The Maternal Health Supervisor accompanies the Home Visitor on two visits, during intake and during new baby intake. During home visits prenatal care, pregnancy, protecting your baby, diet and nutrition, physical activity, dealing with discomfort, getting support, preparing for baby, labor and childbirth are discussed. Marissa spoke about PHQ-9-depression screening. Once the baby is delivered a new baby visit occurs and during the home visit self-care, breastfeeding, formula/bottle feeding, burping, spitting up, hiccupping, baby care, safety tips, and immunization schedules are discussed.

Tiffany discussed Early Intervention Services. These are an in home service for birth to three. Services are personalized based on child's need. COR Assessment is completed every 3 months which helps with referrals to Early Intervention. Tiffany discussed developmental milestones and that our Mental Health Consultant works with families and makes necessary referrals.

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

### **Center Reports:**

Hyde socializations were held at noon both times, not a convenient time for families. Typically, an evening socialization is offered but it was not this time. Discussed connecting with Early Head Start Home Visitors.

### **Committee updates:**

Tabytha discussed each committee

Mental Health and Health Advisory- Next meeting will take place next year in September

Education/Special Services-no updates

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

Family & Community Partnership- no updates

Building/Center-no updates

PBIS Leadership Team- next meeting will take place June 1<sup>st</sup> at 3:00

Recruitment/Enrollment-no updates

Budget Committee- no updates

Parent Engagement- no updates

Bylaw-met no update

### **Old Business**

**Federal Review-** Amy discussed that we are waiting for the results. Office of Head Start has 120 days to provide results. We are about 30 days since the review. We completed Focus Area 1 which

explains how we do things. Next, we will have Focus Area 2 where we need to prove what we said we do in Focus Area 1.

## **New Business**

### **Approval of Head Start, Early Head Start, PreK, and State Head Start (HSSAP) budgets**

Tabytha reviewed that a Class Dojo post was made on April 23, 2026, asking representatives to review the Head Start, Early Head Start, and HSSAP budgets attached. It was asked for representatives to comment on the post if they approved. The following representatives voted yes. We had no representatives vote no: Brittany Ondish, Tammy Parks, Mark Arneman, Maria Ramos, Jessica Bloom, DeeAdda Forbes, Heather Webber, Destiny Nies, Ashley Martin, Harley Chambers, Andrew Smith, Alicia Brocious, Hannah Hartsock.

**Approval of Vendors-**The current vendor list was shared.

A motion to approve the list of vendors was made by DeeAdda Forbes. Second by Jessica Bloom. 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/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 stopped enrolling for preschool on April 30<sup>th</sup>. Our current enrollment numbers were discussed and the enrollment numbers for the 26-27 school year. We continue to seek applications to fill all programs.

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

## **Parent Engagement**

**Parent Engagement Event-**27 children and adults attended the Beach Bash Parent Engagement event at Matternville.

**Parent training dinner-**scheduled for Thursday, May 21<sup>st</sup>. We had 57 RSVP.

**Delgrosso Days-**June 17<sup>th</sup> and 18<sup>th</sup>. Deadline to RSVP discount coupons is May 22<sup>nd</sup>.

## **Updates**

**Advocacy**-None

**PBIS**-June 8<sup>th</sup> is the center level leadership meeting

**Data/Goals/ Community Report Card**-finishing up report. Will share data when complete

**Information Memorandums**-None

**School Readiness/Kindergarten Readiness**-None

**PFCE Framework**-directors will meet to go through the framework and determine if changes need made. The proposed framework will be brought to Policy Council for feedback and suggestions.

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

**Significant incidents affecting the health & safety of participants**- Requested an extension. This is not a bad thing. We must have evidence of what is in our plan. We have some things that are to be implemented over the summer, and we need time to collect evidence.

**Circumstance affecting financial viability of the program**-None

**Confidentiality breaches/Legal proceedings/Reports to authorities**-None

**Classroom closures**-Bellefonte School District informed us that we cannot run classes in the building after June 2<sup>nd</sup>. We obtained approved to finish classes through June 12<sup>th</sup> virtually.

## **Open Topics**

Classroom closures due to lack of staff are occurring. Days are being added to end of the year.

The IU is cutting funds for support services. They will no longer provide funding for slots for kids to go to class. After next year there will be no more IU funded slots. IU Itinerants will no longer be paid through CenClear. The IU is picking up this piece.

**Adjournment:** 6:25 PM

A motion to adjourn was made by DeeAdda Forbes. Second by Jessica Bloom. Motion Carried.

**Next Meeting:** June 16, 2026

**Respectfully Submitted By:** Tabytha Carr