



50 Bigler Road, Woodland, PA 16881-0204
Phone: (814) 342-5678 · (800) 525-5437
Fax: (814) 342-2755

Policy Council Meeting Minutes

Date: June 16, 2026

Community Meeting

Attendance: Tabytha Carr, Tammy Parks, Heather Webber, Christal Hayward, Betsy Llewellyn, Amy Wible, Courtney Gardner, Tammy Walker, Adrienne Hess, Jessica Bloom, Alicia Brocious, Yemisi Ayoola, Andrew Smith, Harley Chambers, Maria Ramos, Mark Arneman, Tiffany Steward, Mason Strouse

Absent: Brittany Ondish, Destiny Nies, Ashley Martin, DeeAdda Forbes, Sandra Drumm, Hannah Hartsock, Moriah Lewis

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 May Meeting Minutes was made by Jessica Bloom. Second by Maria Ramos. Motion carried.

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

An explanation of the budget report was given to the representatives. The balance of the Policy Council budget for May was \$24.04 and the balance for June and July is \$0.

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

Board Report- Betsy reported the board is looking at their investments with inflation. Covering costs for upcoming movies. Tabytha discussed the Rustic Ridge movies, the showing of Toy Story 5 at the Rowland, the showing of Minions and Monsters at the 322 Drive Inn, and the showing of Moana (live action) at the Ritz. The board covers the cost of tickets, popcorn, and drinks. The board is looking to hire a CEO.

Service Area Training: Culture of Safety, Amy Wible, Senior Preschool Officer; Director Round Table discussion.

Amy discussed we have had discussions about an incident that occurred in one of our classrooms where a staff member utilized techniques we don't approve of. We are working on finalizing our action plan. We are looking at emotional health of staff, parents, and children. We added information to our parent handbooks about our culture of safety, updated policies and procedures, and reviewed all the pieces we have in place; daily checklists, maintenance checklists; PBIS-health and safety reports for children; safety plan-safe ways to express emotion, etc.. We will continue to train staff and parents. Continue to look at how we speak to each other and ensure consequences are immediate and fitting for the situation. Staff are not to use sarcasm, demeaning tones, etc.

Adrienne informed the group that our numbers continue to look better each year. This year we partnered with the Lion Clinic. Have begun looking at dentals and physicals for the upcoming year. Offered free oral health screens. We have made changes to our lead assessment for next year. September 15th is the next Mental Health/Health Advisory committee meeting at 11:00. Adrienne shared the EPSDT schedule. A copy will be posted on class dojo for those attending virtually.

Christal started off by saying how proud she was of this year. We took several field trips to the Rustic Ridge Farm. Kirby, Drago, and Cosmo, therapy dogs, visited our classrooms. Children were excited about these visits. We have a PBIS Facebook page for CenClear staff to share ideas and what's going on in their classrooms. Each classroom has a bucket that they work to fill for a reward. We have seen nice growth from fall to spring on goals. We collaborate with school districts to ensure children are ready to transition to Kindergarten. We had nursing students working in our classrooms this year. Our curriculum is play based.

Tammy discussed that we complete the ASQ. We had 187 children who were referred for an evaluation. 63 children were referred after a re-screen. 157 children started the year off with an IEP and we had 260 children with an IEP at the end of the year. 7 children did not qualify for services. Most children have a developmental delay. There will be no new IU slots for the upcoming school year. Once these children transition to kindergarten our IU slots will go away.

Courtney discussed that we started a diaper depot. The diaper depot has now turned into a basic needs depot. We have received many donations and monetary donations from businesses. Family Service Workers and Early Head Start Home Visitors had a lunch and learn this week to re-build connections. We have a home visitor of 30 years who will be retiring at the end of July. Holding an end of year celebration on July 1st at the Rustic Ridge Farm. There will be a meal, fun activities, foam blower, water tables, etc. Looking to provide bus transportation out of Dubois and State College.

Mason discussed we had a kid's zone at the Riverfont Festival where 36 agencies attended, and we had a ton of children stop by. We have a kid's zone set up for Heritage Days 7/8-7/10. There are two Family Service Worker positions open. Family Service Workers are focusing on recruitment. We are looking changing how we recruit.

Tabytha discussed that we held 3 parent engagement events in Houtzdale, Hyde, and Matternville. Continue to share information on upcoming movies. Offered 3 months of reading challenges in Head Start and Early Head Start. We have seen a decrease in participation for Head Start. We will be sending a survey to program families to get feedback on parent engagement events, did they attend, why or why not, what can we do to improve, etc. We offered school pictures to all centers/programs. These were a big hit.

Amy discussed that we have been overspent in our budgets in past years. We worked on finding grants to offset costs. We were able to get a grant to cover Ready Rosie subscriptions and another grant for STEM materials. We continue to face challenges with subs in classrooms, on the bus, and food service.

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

Center Reports:

Hyde has an upcoming socialization; they are providing walking tacos.

Committee updates:

No updates with committees

Mental Health and Health Advisory- Next meeting will take place September 15th

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- there will be a July meeting. Information will be posted on Class Dojo

Recruitment/Enrollment-no updates

Budget Committee- no updates

Parent Engagement- no updates

Bylaw-met no update

Old Business

Federal Review- Amy discussed that we had zero compliance issues. For state (PreK) we had a perfect score except for enrollment due to being down on enrollment.

New Business

Approval of school pictures and graduation pictures for 26-27 school year

Representatives liked offering school pictures and thought it would be a great addition to offer graduation pictures for those going to kindergarten. Discussed purchasing a few caps and gowns to use for pictures.

A motion to approve school and graduation pictures for the 26-27 school year was made by Andrew Smith. Second by Jessica Bloom. Motion carried.

Policies and procedures (input)

Amy explained that she was looking for input from representatives. We cannot expel a child. We have mental health consultants and PBIS specialists to support elevated behaviors. We can use suspension as a last resort. Limiting a day, sending to the principal if in a school district building, and limiting outdoor play due to behaviors is all considered suspension. We can offer a soft expulsion for behaviors, but they must be severe in nature. We have had to do this. We must have documentation to show all efforts and contacts. Amy discussed that we updated our family responsibilities form and reviewed the information on the form. She opened for discussion to get thoughts and opinions on limiting program involvement for families who do not follow/comply with recommendations or are unwilling to work to a resolution for elevated behaviors. We would not un-enroll the child, but their class time may be limited until all necessary measures for safety are in place. Representatives felt that was a good idea to ensure safety for all.

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:

Update on enrollment was provided

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

Parent Engagement

Parent training dinner- May 21st. We had good attendance, Kristin Kuruzovich spoke about trauma and the ACES study. Mary Tatum spoke about the CAC.

Delgrosso Days-June 17th and 18th. We have 1,000 people signed up for each day.

Updates

Advocacy-None

PBIS-June 8th is the center level leadership meeting

Data/Goals/ Community Report Card-Amy reviewed the quarterly report

Information Memorandums-None

School Readiness/Kindergarten Readiness-None

PFCE Framework-directors met yesterday to review and update the PFCE framework.

Confidentiality breaches/legal proceedings/reports to authorities-None

Significant incidents affecting the health & safety of participants- We have had no new reports. Working to finalize our action plan.

Circumstance affecting financial viability of the program-None

Confidentiality breaches/Legal proceedings/Reports to authorities-None

Classroom closures-None

Open Topics

The clothing closet could use volunteers to hang clothes on hangers.

Our food bank is getting a food delivery this week. Encouraged representatives to take advantage of the food bank.

Adjournment: 7:02 PM

A motion to adjourn was made by Mark Arneman. Second by Andrew Smith. Motion Carried.

Next Meeting: TBD next year

Respectfully Submitted By: Tabytha Carr