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## **Policy Council Meeting Minutes**

**Date: April 21, 2025**

### **Community Meeting**

**Attendance:** Tabytha Carr, Jennifer Vingless, Amy Wible, Tiffany Ricotta, Angie Mullen, Tamy Parks, Mark Arneman, Stephanie Tafe, Deymi Cabrera, Alycia Wolf, Heather Webber, Krysta Mulroy, Brittany Ondish, Jessica Roussey, Jamye Miller, Ron Gallagher, Mina Anderson, Chris Grubb, Jessica Bloom

**Absent:** Alicia Brocious, Destiny Nies, Tessa Folino, Chesney Boal, Shania Leigey. Robin Shomo, Amy Cormier, Lincoln Brewer, Miranda Zimmerman, William Elensky, Madison Washell, Hannah Hartsock

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

**Meeting Called to Order:** 10:01 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:** Stephanie Tafe

A motion to seat new members was made by Alycia Wolf. Second by Mark Arneman. Motion carried.

**Termination of Members:** None

**Approval of Minutes:** An approval to approve March Meeting Minutes was made by Heather Webber. Second by Alycia Wolf. 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 \$956.39.

A motion to accept the Treasurer's Report was made by Deymi Cabrera. Second by Stephanie Tafe. Motion carried.

**Service Area Training:** Early Intervention and Pregnant Women Services, Tiffany Ricotta, Senior Leader; SELF Assessment Amy Wible, Senior Leader

Tiffany discussed that Early Intervention Services are for children 0-3 years of age. Children get an IFSP, similar to an IEP, but they work closely with the family. A coaching model is utilized. Early Intervention is appropriate for children not reaching milestones or that have developmental/speech concerns. Staff can make referrals. Once a referral is made the county will come out and evaluate the child.

Tiffany provided information regarding pregnant women services. We complete a PHQ9-increase mental health assessment. Pre- and post-data collected to give a baseline. Mental Health Consultant, Mel, works with Maternal Health Specialist.

Amy discussed the purpose of the SELF Assessment. We recently restructured the Early Childhood Division, streamlining services, and looking at areas for growth. We are focusing on reaching full enrollment. Standards state we are to be fully enrolled by the beginning of the year and that has been an ongoing struggle for us. We are looking at ways to maintain staff by making attractive positions, providing comparable wages, and offering benefits. We are looking at socialization attendance, classroom attendance, and an increase in Early Head Start policy council representatives. We are looking at how we are supporting classrooms with challenging behaviors, expanding dental services, making families aware of resources available, and increasing transportation opportunities.

A motion to accept the Service Area training was made by Heather Webber. Second by Alycia Wolf. Motion carried.

### **Center Reports:**

A parent shared that the Philipsburg Dr. Seuss Literacy Night was a great event. They had a lot of fun.

### **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-the next Child Abuse Prevention Carnivals are scheduled for 4/26 from 11-1:30 at CPI and St. Mary's. Everything is free, multiple community agencies attending, and a great opportunity to gather additional information about child abuse prevention.

Building/Center-no updates

PBIS Leadership Team-The next meeting is scheduled for 5/5 at 3:00PM

Recruitment/Enrollment-no updates

Budget Committee-no updates

Parent Engagement-no updates

Bylaw-no updates

### **Old Business**

Reported Child Incidents (updates from regional office)

There were two recent situations. The first situation was in a school district building where a district staff member was coming into the classroom, the children were very excited for this individual to come in, and two students got up to greet the staff and bumped heads. One child was not hurt. The second child was taken to be looked at by a doctor, no injury reported.

The second situation was in a school district building. The child was playing in the gym when they jumped on another child and hit their face on the floor. They had a bloody nose, visited the emergency room and was fine.

During Teacher Talks playground safety was a topic. We discussed looking at proper footwear on playgrounds. Slip-on shoes, flip flops, etc. are not safe footwear for the playground.

We are awaiting feedback from the regional office regarding the child incident that was reported last month.

### **New Business**

#### **Head Start, Early Head Start, and State Head Start (HSSAP) budget approval**

Krysta Mulroy, member of the budget committee, recommended the proposed flat funded budget for approval. Head Start: Program Operation Costs: \$6,210,887; T&TA: \$55,987; Total budget: \$6,266,874. Early Head Start: Program Operation Costs: \$2,125,848; T&TA: \$39,090; Total budget: \$2,164,938

A motion to approve the Head Start and Early Head Start budget was made by Deymi Cabrera. Second by Alycia Wolf. Motion carried.

Krysta Mulroy, member of the budget committee, recommended the proposed flat funded State Head Start (HSSAP) budget for approval in the amount of \$1,506,601

A motion to approve the State Head Start (HSSAP) budget was made by Heather Webber. Second by Jamye Miller. Motion carried.

**Advocacy for 26-27 budget-**Amy discussed that it has been reported that the president's proposed budget for 26-27 would eliminate funding for Head Start, this still needs to go to Congress for review/approval. She explained that this has not been finalized and that now is the time to advocate for these services. She discussed the Call-to-Action meeting that took place on Friday and that it can be watched on You Tube. Amy encouraged representatives to be mindful in how you communicate. It's important for parents, caregivers, grandparents, etc. to share their stories about Early Childhood programs and why it's important that funding continues for these programs.

### **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 expenditures was given to the council and signed by Tammy Parks, Chairperson.

**Enrollment/Recruitment:**

Tabytha 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 discussed that the change of scope was submitted to reduce from 454 children served to 405 children served. We are waiting approval from Regional office.

A motion to approve the Director's report was made by Krysta Mulroy. Second by Heather Webber. Motion carried.

**Parent Engagement**

**Parent Engagement Events-**Tabytha discussed Dr. Seuss Literacy Nights and that a survey will go out to parents for feedback on the events.

**Volunteer Recognition Training Dinner-**The Parent Engagement Committee met and discussed offering the volunteer recognition training dinner in May at the Bigler center from 5-7PM. All volunteers along with their significant others and children will be invited. We would like to have a meal of turkey, mashed potatoes, stuffed shells, cookies, brownies, cake, drinks, salad, rolls from our central kitchen; a guest speaker; and provide giveaways related to our program goals.

A motion to approve the Volunteer Recognition Training Dinner was made by Jamye Miller. Second by Mark Arneman. Motion carried.

**PBIS t-shirts-**Tabytha explained that the PBIS t-shirts along with training material will be distributed to children in May.

**BINGO for books events-**Tabytha discussed that we received a grant through Ronald McDonald Charities for the reading challenges. There was money leftover in the budget. We obtained approval from the Ronald McDonald Charities board to use remaining funds to offer bingo for book events. These events will take place in the evening, depending on parent's interest or during the school day. A letter will be sent home if bingo for books occurs during the school day.

**Updates**

**PBIS-**Amy discussed that we are working on a video for the PBIS conference.

**Data/Goals/ Community Report Card-**The quarterly report card was shared with representatives.

**Information Memorandums-**none

**School Readiness/Kindergarten Readiness-**Amy reviewed the school readiness plan.

A motion to approve the school readiness plan was made by Alycia Wolf. Second by Heather Webber. Motion carried.

**PFCE Framework-**None

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

**Classroom closures-**None.

**Open Topics-**Tiffany discussed that there is an Early Head staff retiring in Dubois, that caseload will be moved to the Matternville location where we have a waitlist.

**Adjournment:** 11:54 AM

A motion to adjourn was made by Mark Arneman. Second by Heather Webber. Motion Carried.

**Next Meeting:** May 19, 2025, at 10:00AM

**Respectfully Submitted By:** Tabytha Carr