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Policy Council Meeting Minutes

Date: December 16, 2025

Community Meeting

Attendance: Tabytha Carr, Melanie Kuhn, Hannah Hartsock, DeeAdda Forbes, Jessica Bloom, Tammy Walker, Megan Smeal, Sandra Drumm, Maria Ramos, Heather Webber, Tammy Parks, Alicia Brocious, Betsy Llewellyn, Yemisi Ayoola, Andrew Smith, Amy Wible, Moriah Lewis

Absent: Mark Arneman, Destiny Nies, Brittany Ondish, Harley Chambers, 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 November Meeting Minutes was made by Heather Webber. 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 \$7,302.36.

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

Board Report-No updates, the December board meeting was cancelled due to weather.



Service Area Training: Disability Services with Tammy Walker, Preschool Disabilities Director and CARES with Melanie Kuhn, Mental Health Consultant

Melanie Kuhn discussed her role as a Mental Health Consultant and that she oversees disability services for Early Head Start. For mental health support she works in the Early Head Start program, pregnant mothers and children up to 3 years old, and Family Center, children birth to 5 years old. She also supports CenClear staff as needed. For disability services she performs Early Intervention and Mental Health Coordination.

Melanie discussed the performance standards around children with disabilities and that we must meet all needs under IDEA. We do this by considering the needs; supporting the IFSP; and supporting them through referrals. 10% of children with disabilities must be enrolled. We are currently at 14% enrolled in Early Head Start.

Melanie discussed the performance standards around mental health and social-emotional well-being. As a Mental Health Consultant, she addresses and discusses social emotional development with families and CenClear staff; makes necessary referrals; partners with agencies; follows up with prenatal and post-partum services; trauma informed services; completes in home observations; creates a positive learning environment; provides trainings in safety care and social emotional wellness; completes screenings; and attends monthly meetings.

Melanie discussed challenging behaviors-key points, how to respond, and key takeaways. She explained that self-care is not selfish. We must be our best selves to take care of those we love. She provided a handout on self-care tips and a parents guide to childhood Mental Health.

Tammy Walker discussed her role as the Preschool Disabilities Director. She explained that children can come into preschool with an IEP or IFSP. Once they are enrolled in preschool, we take over the IEP and provide services in the classroom.

Tammy discussed that we work with the Central Intermediate Unit where there are 3 itinerant advisors in place who complete evaluations; Riverview Intermediate Unit; and Seneca Intermediate Unit.

Tammy discussed the referral process based on ASQ results, classroom concerns, and parent concerns. Permission to evaluate is obtained. Once consent is signed and returned staff have 60 days to complete evaluation. The evaluation has 5 domains: cognitive, personal, social, motor, communication, and adaptive. Tammy explained each domain. The evaluation report is based on the evaluation that took place, looking at strengths, weaknesses, and recommendations. The child then receives an Individualized Education Plan (IEP) which is individualized for the child's needs.

Tammy discussed that we have Intermediate Unit 10 spots in some of our classrooms. These children attend 3.5 hours a day. These slots are funded by the IU, and no income is needed. Van transportation is provided for these children.

Tammy discussed that obtaining Personal Care Aides (PCA's) has been difficult. PCA's work one to one with a child. They have been seeking nursing services for those with a disability or health concern.

Tammy discussed DECA which is used for children with social emotional challenges. Early Intervention (EI) services can sometimes be offered for these children.

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

Center Reports:

Hyde is having a cookie decorating socialization at the Mental Health building.

Committee updates:

Tabytha discussed each committee

Mental Health and Health Advisory- The previous meeting was cancelled due to weather and is rescheduled for 12/17 at 11:00AM. Adrienne was sharing the virtual link on Class Dojo. The next meeting will be in March TBD

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership- no updates

Building/Center-no updates

PBIS Leadership Team- next meeting is January 14th at 10:00AM

Recruitment/Enrollment-no updates

Budget Committee- will begin meeting in February

Parent Engagement-will meet after the January 10th Parent Engagement event to plan for upcoming events

Bylaw-will begin meeting in February

Old Business

Federal Review-Tabytha shared that we attended the Focus Area 1 training today. Training was previously scheduled but with the budget impasse they were cancelled. Amy discussed that Focus Area 1 is learning about CenClear. This will be an onsite visit. They will visit classrooms, look at data, and will meet with Policy Council and the Board.

New Business

Approval of policies and procedures-the employee handbook and Early Childhood handbook were given to representatives.

A motion to approve the employee handbook was made by DeeAdda Forbes. Second by Jessica Bloom. Motion carried.

A motion to approve the Early Childhood handbook was made by Maria Ramos. Second by Heather Webber. Motion carried.

Approval of eligibility criteria points-the Early Head Start, Head Start, and PreK Counts Eligibility Criteria points were reviewed and given to representatives.

A motion to approve the Early Head Start, Head Start, and PreK Counts eligibility criteria points was made by Jessica Bloom. Second by DeeAdda Forbes. Motion carried.

Governance, Leadership, Oversight Capacity Screener-the governance, leadership, oversight capacity screener was reviewed, discussed, and completed with representatives.

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

Enrollment/Recruitment:

Tabytha provided updates regarding enrollment for the 25-26 school year for preschool, that we met our 97% enrolled as part of our Full Enrollment Initiative (FEI) for Head Start. We continue to struggle to meet 90% enrolled for PreK. We are at 88%. Tabytha discussed recruitment efforts, social media posts, flyers, meetings with partners, parent incentive, etc.

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

Parent Engagement

Parent Engagement Event-The parent engagement committee met and finalized details for the Winter Wonderland parent engagement event on January 10th from 12-2:00 at the Houtzdale center. The month, date, and time were selected based on parent survey results. We will offer to make your own pizza, decorate cookies, sensory station, dance corner, book nook, bingo for books, we will have Olaf, Ana, and Elsa costume characters. Free diapers and wipes will be given to those who attend in need. Each child will receive free kinetic sand. The RSVP link will be shared on Class Dojo.

Updates

Advocacy-None

PBIS-Last Monday the center level leadership meeting was held.

Data/Goals/ Community Report Card-None

Information Memorandums-There was a safety IM that grantee's no longer report safety incidents to Program Specialists. We are to report directly to the Office of Head Start.

School Readiness/Kindergarten Readiness-The fall school readiness plan was given to representatives.

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

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-None

Significant incidents affecting the health & safety of participants- we had a situation last week and are continuing to work through this. There was a concern with classroom management. We followed our disciplinary process. A report was given to The Office of Head Start. At the next policy council meeting we will provide an update. Amy discussed that safety is our number one priority and we do not take that lightly.

Circumstance affecting financial viability of the program-None

Confidentiality breaches/Legal proceedings/Reports to authorities-None

Classroom closures-None.

Open Topics

Adjournment: 6:37 PM

A motion to adjourn was made by Jessica Bloom. Second by Heather Webber. Motion Carried.

Next Meeting: 1/12/26

Respectfully Submitted By: Tabytha Carr