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Policy Council Meeting Minutes

Date: January 12, 2026

Community Meeting

Attendance: Tabytha Carr, Tammy Parks, Amy Wible, Harley Chambers, Jennifer Vingless, Maria Ramos, Mark Arneman, Brittany Ondish, Sandra Drumm, Yemisi Ayoola, Hannah Hartsock, DeeAdda Forbes, Ashley Martin, Heather Webber

Absent: Destiny Nies, Alicia Brocious, Moriah Lewis, Jessica Bloom, Andrew Smith, Megan Smeal

Notice of Quorum: A quorum was present.

Meeting Called to Order: 5:02 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 December Meeting Minutes was made by Hannah Hartsock. Second by DeeAdda Forbes. 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 \$6,976.33.

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

Board Report- Amy informed the group that the board is focusing on staff retention.



Service Area Training: Financial Requirements and Budgets, Jennifer Vingless, Staff Accountant.

Jen discussed that she oversees budgeting and the Early Childhood grants. She explained how crucial funding is. We are allocated money for each child we serve. February starts the budget planning process. Our federal grant application is due May 1st. We will begin budget committee planning meetings in February with Policy Council. Our fiscal year runs August 1st-July 31st.

Jen discussed fiscal year areas: planning; setting priorities; development and implementation; and monitoring and reporting. When planning, we are looking at fuel, utility, food costs, etc. Budgeting allows us to maximize funding and forecast expenditures.

Jen discussed budget categories: personnel; supplies; facilities; transportation; information technology; other. The final budget report is sent to Policy Council and the Board of Directors for final approval. Once the budget is approved, we monitor and report. Fiscal staff track actual spending, running monthly reports and share that information with Policy Council and the Board of Directors.

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

Center Reports:

Mt. Top enjoyed the reading challenge. The kids loved using stickers.
Hyde-socialization was held today, low attendance, different food options.

Committee updates:

Tabytha discussed each committee

Mental Health and Health Advisory- Meeting held last month. Meetings are held quarterly. Adrienne will share the virtual link on Class Dojo for a March meeting.

Education/Special Services-no updates

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

Family & Community Partnership- survey sent to those interested in being part of the planning committee. First meeting will be January 22nd from 1-2:30pm.

Building/Center-no updates

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

Recruitment/Enrollment-no updates

Budget Committee- first meeting will be 2/17 at 4:30

Parent Engagement-working to set up a meeting to plan March event and recap from Houtzdale event. Will share date and time once finalized.

Bylaw-met 1/6

Old Business

Federal Review- Amy shared that staff completed webinars. We have not yet heard regarding our review date.

New Business

Approval of bylaws-the proposed changes for the 2026 bylaws were presented to representatives for review.

A motion to approve the 2026 bylaws was made by DeeAdda Forbes. Second by Hannah Hartsock. 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. 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%. We are fully enrolled for Early Head Start. Tabytha discussed that we started a St. Mary's Facebook page which has proven to be beneficial. The recruitment team continues to meet monthly to discuss recruitment ideas and areas of concern. We continue to offer our parent incentive. Tabytha discussed that applications for the 26-27 school year began on January 1st.

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

Parent Engagement

Parent Engagement Event-The Winter Wonderland Parent Engagement event was held on Saturday, January 10th at our Houtzdale preschool center. We had 32 children and 23 adults in attendance. It was shared that parents loved making pizzas and it was a big hit. Parents shared positive comments and are looking forward to the March event at Hyde. We had many travel from all over our service area to get the free diapers and wipes.

Updates

Advocacy-None

PBIS-Amy discussed that we are part of the PBIS Network. All our centers are Tier 3 recognized except 8 classes. Each time a class changes they must start over. Amy gave the example that we had a class at Corl Street but needed to move to Ferguson Township Elementary this year. That center must start the process over.

Data/Goals/ Community Report Card-Our next assessment period ends at the end of January. Updates to come.

Information Memorandums-Injunction. Amy discussed we had previously received guidance regarding diversity, equity, and inclusion (DEI) language. We have received information about the injunction and that we are not to change our policies for diversity, equity, and inclusion services.

School Readiness/Kindergarten Readiness-None

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-None

Significant incidents affecting the health & safety of participants- Amy discussed that we started the RAN process from the incident that was discussed at last month's meeting. There was a meeting on Friday with the Office of Head Start Regional Office. Amy feels confident the meeting went well. We had to share our policies and procedures, provide information on how we train staff, and how we address concerns. All information was shared with Regional Office, and we are awaiting a determination. It was stated Regional Office is backlogged.

Circumstance affecting financial viability of the program-None

Confidentiality breaches/Legal proceedings/Reports to authorities-None

Classroom closures-None.

Open Topics

Drive thru lights at the Farm. Feedback provided was that it seemed thrown together, it was very icy, roadway not treated, and it was cold outside to meet with Santa. Suggested offering Santa indoors, having signs to get to the farm, having no cost for CenClear families, and exploring ways to increase light display.

It was suggested to get parent volunteers to help with organizing clothing at the clothing closet. Amy will reach out to Becky Briggs at Diamondback.

A discussion occurred about a bus driver at Mt. Top. Amy explained that we are unsure if the current bus driver will return or not. We continue to advertise and interview for bus drivers. Amy will reach out to the school district to see if they can help with providing transportation. It was also stated that Mt. Top seems to be struggling with maintaining staff. Amy informed the group that two new staff are starting this week.

Adjournment: 6:26 PM

A motion to adjourn was made by Harley Chambers. Second by DeeAdda Forbes. Motion Carried.

Next Meeting: 2/17/26

Respectfully Submitted By: Tabytha Carr