



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, 2025

Community Meeting

Attendance: Tabytha Carr, Tammy Parks, Christal Hayward, Tammy Walker, Courtney Gardner, Melanie Kuhn, Alycia Wolf, Adrienne Hess, Amy Wible, Mason Strouse, Robin Shomo, Jessica Roussey, Destiny Nies, Heather Webber, Tessa Folino, Mina Anderson, Chris Grubb, Brittany Ondish, Mark Arneman, Krystal Mulroy

Absent: Alicia Brocious, Jamye Miller, Ronald Gallagher, Stephanie Tafe, Jessica Bloom, Amy Cormier, Deymi Cabrera, Lyncoln Brewer, Madison Washell, Hannah Hartsock

Notice of Quorum: A quorum was present.

Meeting Called to Order: 10:00 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: None

Termination of Members: Chesney Boal, William Elensky, Miranda Zimmerman

A motion to terminate Chesney Boal, William Elensky, and Miranda Zimmerman was made by Heather Webber. Second by Alycia Wolf. Motion carried.

Approval of Minutes: Approval to approve May Meeting Minutes was made by Mark Arneman. Second by Robin Shomo. 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 \$0.



A motion to accept the Treasurer's Report was made by Robin Shomo. Second by Alycia Wolf. Motion carried.

Service Area Training: Director Round Table Discussion

Christal Hayward, Education Director, discussed that preschool literacy and math scores based on assessment results have fallen from fall to spring. We have seen a decrease in behavior incident reports (BIRs). Last year there were 2,356 BIRs completed on 208 children. This year there were 1,533 BIRs completed on 174 children. She highlighted the positive gains.

Tammy Walker, Disability Director, discussed that 97 children were referred due to ASQ results. Upon a second screen, 45 children were referred for follow-up services. We currently have 262 children with IEP's in preschool. Tammy discussed how it's difficult to get PCA's approved.

Melanie Kuhn, Mental Health Consultant, discussed her role, that she has seen an increase in consults in the Early Head Start program, and that one challenge has been the long waitlists for Mental Health providers. She explained that she is here to support staff and parents/guardians.

Courtney Gardner, Early Years Director, discussed her new role, and that they have seen a decrease in EHS assessment results from fall to spring.

Mason Strouse, Family Community Partnership Director, shared that he will continue to share resources on Class Dojo through the summer. He is looking to update the resource guide.

Adrienne Hess, Health, Safety, and Nutrition Director, shared that vision, hearing, and growth screens are close to 100% complete. We are 100% compliant with finding a medical and dental home for families.

Amy Wible, Senior Leader, discussed successfully restructuring the Early Childhood Division. We submitted two change of scopes, waiting approval of our last change of scope, but had positive feedback. We were put on a Federal Enrollment Initiative and exceeded 97% enrollment in Head Start in March. We were able to successfully provide transportation to 2 Head Start classes with our first change of scope. We increased Mental Health Consultation hours with Michael Henry and Maria Waddell.

Tabytha Carr, Parent Engagement Director, discussed that enrollment has been a struggle this year for Head Start and Pre-K. We saw a decrease in participation in our reading challenges. In preschool, last year we had 722 children participate. This year we had 715 preschool children participate. We saw an increase in reading challenge participation in Early Head Start. We saw decreased attendance at the Parent Engagement events despite adding additional locations for Dr. Seuss Literacy Nights. A parent engagement survey will be going out to parents for feedback. We saw a decrease in McKinney Vento eligible children at the end of the year. We started the year off with over 100 children identified as McKinney Vento. Tabytha discussed the definition of McKinney Vento. By the end of the school year, we had under 100 children identified as McKinney Vento. This means our Family Service Workers, Teachers, and Home Visitors are getting families connected to necessary resources.

Center Reports:

A parent shared that Hyde provided a graduation ceremony, field day, and the children made hats they got to keep.

Parents reported liking the PBIS t-shirts the children received. They really liked the black color.

Committee updates:

Mental Health and Health Advisory- no updates

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership- no updates

Building/Center-no updates

PBIS Leadership Team- no updates

Recruitment/Enrollment-no updates

Budget Committee-no updates

Parent Engagement-no updates

Bylaw-no updates

Old Business

None

New Business

School Pictures for 25-26 school year

Representatives appreciated and enjoyed the free pictures. It was noted the photographer at Penn Grampian is pricey and it was nice to have a free option for pictures. It was suggested to offer a picture make up day to all centers and to take school pictures closer to the beginning of the year.

A motion to provide school pictures for the 25-26 school year was made by Mark Arneman. Second by Alycia Wolf. 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 expenditures 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. It was discussed that acceptance packets were sent out to all children, returners and new adds.

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

Parent Engagement

Volunteer Recognition Training Dinner-Tabytha asked representatives for feedback on this event. A representative was appreciative of having babysitters on site, the food, guest speaker, and bucket of goodies.

Delgrosso Days-Tabytha reminded representatives that Delgrosso Days are June 18th and June 19th this week. We will have sunscreen available at pavilion #4 for those who may need it.

Updates

Advocacy-Amy discussed that Head Start was not originally on the proposed budget. There was fear within Head Start if there was going to be funding. As of now, Head Start is in the budget to be flat funded, this means receiving the same amount of money that we currently receive. We are still encouraged to continue advocating by making phone calls and sending letters. October 1st the new federal fiscal year is to begin.

PBIS-None

Data/Goals/ Community Report Card-None

Information Memorandums-Amy discussed an IM about child incident reporting in HSES. She was attending a webinar today and more information would be shared.

School Readiness/Kindergarten Readiness-None

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-none

Classroom closures-None.

Open Topics

Tabytha informed representatives that they are seated representatives through the end of October and encouraged them to attend the October meeting to transition the new Policy Council. It was explained that currently seated representatives would need to be re-voted in for the 25-26 school year. Encouraged them to reach out to their teacher or home visitor if they are interested in being part of policy council next year.

A representative inquired about a grandparents support group. Amy will explore with Jackie through the Cooperative Extension.

Adjournment: 11:31 AM

A motion to adjourn was made by Mark Arneman. Second by Robin Shomo. Motion Carried.

Next Meeting: Next Year-TBD

Respectfully Submitted By: Tabytha Carr