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Policy Council Meeting Minutes

Date: November 17, 2025

Community Meeting

Attendance: Tabytha Carr, Adrienne Hess, Amy Wible, Michael Henry, Hannah Hartsock, DeeAdda Forbes, Betsey Llewellyn, Tammy Parks, Brittany Ondish, Christal Hayward, Andrew Smith, Harley Chambers, Tiffany Steward, Yemisi Ayoola, Ashley Martin, Alicia Brocious, Maria Waddell, Sandra Drumm

Absent: Mark Arneman, Moriah Lewis, Jessica Bloom, Destiny Nies, Heather Webber, Maria Ramos, Megan Smeal

Notice of Quorum: A quorum was present.

Meeting Called to Order: 5:03 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: Yemisi Ayoola

A motion to seat the new member Yemisi Ayoola was made by Sandra Drumm. Second by Harley Chambers. Motion carried.

Termination of Members: Tiffany Maines, Brant Pyne, Jenelle Thompson, Mikayla Sizemore

A motion to terminate members Tiffany Maines, Brant Pyne, Jenelle Thompson, Mikayla Sizemore was made by Hannah Hartsock. Second by Andrew Smith. Motion carried.

Approval of Minutes: Approval of October Meeting Minutes was made by Sandra Drumm. 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 \$7,619.29.

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

Board Report-thanked the board for their continued support during budget impasses. Glad the budgets have passed.

Service Area Training: Health/Safety/Nutrition with Adrienne Hess, Health/Safety/Nutrition Director; PBIS with Christal Hayward, Preschool Education Director (Tier 1 and 2); Michael Henry and Maria Waddell, Mental Health Consultants (Tier 3)

Adrienne discussed the role of the Maternal Health Supervisor and Health Supervisors and ensuring families have necessary resources and dental/medical homes.

Adrienne discussed the Health Advisory committee and encouraged representatives to join the 12/2 meeting.

We have a contact at AmeriHealth who provides tips on insurance and providers. She has helped get families into doctors quicker.

Adrienne discussed that all children are to have a physical or well-baby checks on file within 90 days of enrollment.

Adrienne discussed medications, allergies, lead testing, and hemoglobin testing.

All children are required to have dental exams on file within 90 days of enrollment. We have a connection with Geisinger Dental to provide exams on site. We toothbrush daily which includes fluoride.

Adrienne discussed medical and dental home requirements and immunization requirements. We are required to follow the EPSDT. A copy was shared with representatives.

We provide hearing, vision, and growth assessments on site within 45 days of enrollment. We use OEA machines and SPOTS test.

All medication to be administered during the school day must have a doctor's note. It is asked that parents give the first dose at home in case of adverse reactions. All medications are kept in a lock box and out of reach of children. Medication should be given to CenClear staff, never sent to school with the child, and must be in the original bottle. It was suggested to connect with pharmacist for individual dosages if you don't want to send a full bottle. If a child is prescribed an EpiPen and it needs to be administered at school 911 must be called once administered.

A doctor's note is needed for food allergies. CACFP requirement. A parent note must be provided for any dietary restrictions.

Christal explained that Positive Behavioral Interventions and Supports (PBIS) is followed in all preschool classrooms (ages 3-5). We follow the pyramid model. 80% of children are in Tier 1, this is the bottom of the pyramid. This is what we expected and used in all classrooms; timers, clothes pins for centers, reminders, wait time, etc.

Tier 2 is the middle of the pyramid and includes 15% of children. This is when children need a little more; picture schedule, individualized solution plans-steps that work best for your child. Parents are involved in the solution plan process. Staff are trained in safety care.

Christal explained that we have a behavior incident report (BIR) team. They meet once a week to discuss elevated children and classrooms. They are looking at needs of the child. The team consists of Christal, Tammy Walker, Michael Henry, and Maria Waddell.

Michael and Maria discussed Tier 3. The pyramid model chart was shared. Tier 3 is individualized, most intensive. The child, parents, anyone the parents wish to be involved, teacher, other staff, supervisor, mental health consultant, etc. are part of the team. Students get to Tier 3 when Tier 1 and Tier 2 strategies are not working. Children at Tier 3 are engaging in challenging behaviors. When a child is at Tier 3 the team reaches out to the family, completes a Functional Behavioral Analysis (FBA). Once the FBA is completed an individualized plan is developed. Staff monitor and ensure the plan is working and adjust as needed.

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

Center Reports:

Hyde held picture day and offered a taco bar during socialization. There was great attendance. It was reported families seem to attend when they make your own food.

The State College Key Club visited Grays Woods and Ferguson Township for a nationwide initiative. They are working to get books in the hands of every Head Start child.

Committee updates:

Tabbytha discussed each committee

Mental Health and Health Advisory- first meeting is scheduled for December 2nd at 11:00AM in Conference Room 4/Teams

Education/Special Services-no updates

Interview/Personnel-ongoing

Family & Community Partnership- no updates

Building/Center-no updates

PBIS Leadership Team- next meeting is December 1st at 3:00; Center Level Leadership meeting is December 8th at 3:00

Recruitment/Enrollment-no updates

Budget Committee-no updates

Parent Engagement-next meeting is December 4th at 4:00 in the Board Room/Teams

Bylaw-no updates

Old Business

Federal Review-Amy asked representatives how CenClear supports social and emotional wellness. One representative shared feeling cards and program wide expectations. It was discussed that we have feelings charts, visual schedules, and problem-solving charts. We have not yet received word when our review will be.

New Business

Approval of vendor list-list of vendors was provided to representatives

A motion to approve the list of vendors was made by DeeAdda Forbes. Second by Sandra Drumm. Motion carried.

Officer Elections Tabytha reviewed each office and the duties of that office.

Chair-Tammy Parks and Sandra Drumm both expressed interest. A vote was held.

Tammy Parks. An approval to accept the election was made by Harley Chambers. Second by Brittany Ondish. Motion carried

Vice-Chair-Sandra Drumm. An approval to accept the election was made by Hannah Hartsock. Second by DeeAdda Forbes. Motion carried

Secretary- Hannah Hartsock and Harley Chambers both expressed interest. A vote was held

Hannah Harsock. An approval to accept the election was made by Sandra Drumm. Second by DeeAdda Forbes. Motion carried

Treasurer-DeeAdda Forbes. An approval to accept the election was made by Hannah Hartsock. Second by Sandra Drumm. Motion carried

Representative to the Board- Andrew Smith. An approval to accept the election was made by DeeAdda Forbes. Second by Sandra Drumm. 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 and Tiffany provided updates regarding enrollment for the 25-26 school year for preschool.

A motion to approve the Director's report was made by Hannah Hartsock. Second by Harley Chambers. Motion carried.

Parent Engagement

Parent Engagement Event-The parent engagement committee met. Looking to hold events at Matternville, Hyde, and Houtzdale. Want to make your own pizza, decorate cookies, have a sensory, dance, and book station. Sent a survey to parents to vote on month, date, and time. Once the survey is completed, details will be finalized and themes selected. Encouraged representatives to attend the next parent engagement committee meeting.

A motion to move forward with planning of the parent engagement events for the 25-26 school year was made by Harley Chambers. Second by Hannah Hartsock. Motion carried.

Updates

Advocacy-thanked representatives for their continued support and reaching out to local representatives

PBIS-Meeting date will be shared on Class Dojo

Data/Goals/ Community Report Card-ECE Quarterly report card was shared and discussed

Information Memorandums-None

School Readiness/Kindergarten Readiness-None

PFCE Framework-None

Confidentiality breaches/legal proceedings/reports to authorities-none

Classroom closures-None.

Open Topics

Discussed lack of bus transportation at Mt. Top. Working on hiring a substitute bus driver.

Adjournment: 6:55 PM

A motion to adjourn was made by DeeAdda Forbes. Second by Sandra Drumm. Motion Carried.

Next Meeting: 12/16/25

Respectfully Submitted By: Tabytha Carr