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## **Policy Council Meeting Minutes**

**Date: October 21, 2025**

### **Community Meeting**

**Attendance:** Tabytha Carr, Tammy Parks, DeeAdda Forbes, Hannah Hartsock, Adrienne Hess, Courtney Gardner, Tammy Walker, Jessica Bloom, Sandra Drumm, Mason Strouse, Mark Wendel, Amy Wible, Megan Smeal, Robin Shomo, Madison Washell, Alicia Brocious, Maria Ramos, Moriah Lewis, Ashley Martin, Brittany Ondish, Heather Webber, Tiffany Ricotta, Mark Arneman, Destiny Nies, Harley Chambers, Jennifer Vingless, Christal Hayward

**Absent:** Jenelle Thompson, Brant Pyne, Mikayla Sizemore, Andrew Smith

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

**Meeting Called to Order:** 5:01 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:** Maria Ramos, Sandra Drumm, Megan Smeal, Ashley Martin. Community Representatives: Jessica Bloom and Heather Webber

A motion to seat the new members Maria Ramos, Sandra Drumm, Megan Smeal, and Ashley Martin was made by Hannah Hartsock. Second by DeeAdda Forbes. Motion carried.

A motion to re-seat the community representatives Jessica Bloom and Heather Webber was made by DeeAdda Forbes. Second by Harley Chambers. Motion carried.

Janelle Thompson, Tammy Parks, Alicia Brocious, Windi Donnelly, Mark Arneman, Brant Pyne, Moriah Lewis, DeeAdda Forbes, Hannah Hartsock, Tiffany Maines, Brittany Ondish, Mikayla Sizemore, Destiny Nies, Harley Chambers, and Andrew Smith were approved on October 6, 2025, through a Class Dojo vote.



**Termination of Members:** None

**Approval of Minutes:** Approval of June Meeting Minutes was made by Jessica Bloom. Second by Sandra Drumm. 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 \$8,077.50.

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

**Service Area Training:** Program Information Report (PIR) with Amy Wible, Senior Preschool Officer and Introductions and Department Specialty with Directors.

Amy discussed the Early Head Start and Head Start Program Information Report (PIR). Discussed homelessness, crisis and dental services provided. It was explained that the PIR is submitted to the federal government.

Mason Strouse, Christal Hayward, Tammy Walker, Tabytha Carr, Courtney Gardner, and Adrienne Hess each introduced themselves and briefly discussed the area of the performance standards they oversee.

A motion to accept the Early Head Start and Head Start PIR was made by Jessica Bloom. Second by Heather Webber. Motion carried.

### **Center Reports:**

A parent shared that Philipsburg had a visit from the fire company sharing safety tips.

A parent shared Hyde made homemade pizzas for socialization.

A parent shared West Branch had a visit from the fire company and the children loved it.

A parent shared Dubois was holding a Trunk or Treat. Drago, the St. Bernard, visited the center as well.

### **Committee updates:**

Tabytha discussed each committee

Mental Health and Health Advisory- Adrienne shared meetings are quarterly and the next meeting will be in November. She will share dates and times on Class Dojo.

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**

**Federal Review**-Amy discussed that October 13<sup>th</sup> started our Federal Review. This is where the federal government monitors to ensure we are following the performance standards. There are two Focus Areas 1 & 2 that we are to complete. Reviewers will ask to speak to Policy Council about their role in ensuring the performance standards are met.

**Approval of vendor list**-this will be on the November agenda.

**Parent Engagement Event**-The group discussed planning a parent engagement event for the upcoming school year.

A motion to offer parent engagement events for the 25-26 school year 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. 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 areas of concern and that we continue to offer our parent incentive.

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

## **Parent Engagement**

**In-Kind**-Tabytha discussed in-kind, its purpose, and that our Head Start match is 1.5 million dollars and Early Head Start is \$541,000. Reminded representatives to complete PG-11's for their participation in Policy Council business and volunteering.

**School Pictures**-Tabytha discussed that Policy Council representatives voted at the end of last year to offer school pictures this year. We began taking pictures. Each child receives one free 4x6 photo compliment from the Policy Council.

**Reading Challenge (September)**-Tabytha discussed a preschool reading challenge that was offered in September. Each child received a free book of their choice. Our second reading challenge will go out in November for Early Head Start, Head Start, and Family Centers.

**Meals-** It was discussed offering a meal for policy council meetings since the meetings take place over dinner.

A motion to provide meals at the Policy Council meetings was made by Sandra Drumm. Second by DeeAdda Forbes. Motion carried.

## **Updates**

**Advocacy**-Amy and Mark discussed it being a crucial time for legislators to hear from parents about providing funding for Early Childhood Services.

**PBIS**-Meeting date will be shared on Class Dojo

**Data/Goals/ Community Report Card**-5 year program goals shared

**Information Memorandums**-None

**School Readiness/Kindergarten Readiness**-None

**PFCE Framework**-PFCE framework was shared

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

**Classroom closures**-None.

## **Open Topics**

Discussed providing transportation for the Day Camps at Rustic Ridge in the summer for Clearfield County. Mark and Amy will connect with Mel Curtis from the Philipsburg YMCA.

Parents expressed concerns over WIC and SNAP ending in November and food scarcities. Will look to share resources on Class Dojo for the CenClear food pantry, the YMCA backpack program, etc.

Parents shared resources within the community they were aware of.

**Adjournment:** 6:52 PM

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

**Next Meeting:** 11/17/25

**Respectfully Submitted By:** Tabytha Carr