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Policy Council Meeting Minutes

Date: February 17, 2026

Community Meeting

Attendance: Tabytha Carr, Tammy Parks, Hannah Hartsock, Harley Chambers, Sandra Drumm, Courtney Gardner, Tiffany Steward, Christal Hayward, Angie Mullen, Amy Wible, Betsy Llewellyn, Mary Tatum, DeeAdda Forbes, Mark Arneman, Moriah Lewis, Yemisi Ayoola, Destiny Nies, Heather Webber

Absent: Alicia Brocious, Jessica Bloom, Brittany Ondish, Andrew Smith, Megan Smeal, 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 January Meeting Minutes was made by Harley Chambers. Second by Moriah Lewis. 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 \$6,110.36.

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

Board Report- No updates

Service Area Training: Early Childhood Education, with Christal Hayward, Preschool Education Director and Courtney Gardner, Early Years Director; Community Needs Assessment, Tiffany Ricotta Senior Early Years Officer

Courtney discussed Baby Talk, the curriculum used to support early language, social & emotional development in the Early Head Start program. Baby Talk is evidence based, designed for infants and toddlers, and supports families, caregivers, and early childhood educators. Baby Talk goals are to promote communication skills, strengthen caregiver-child relationships, encourage developmentally appropriate interactions, and build family confidence and knowledge. Courtney discussed the benefits and examples of Baby Talk activities. We also use Partners for Healthy Babies-primary prenatal visits and Ready Rosie curriculums.

Christal discussed The Creative Curriculum we use in our preschool programs. This curriculum is play and research based, award winning, aligned with Early Learning standards and Head Start framework, and among the top leading preschool curriculum in the nation. She discussed why play is important and that we use intentional teaching. Intentional teaching is purposeful, supported by the curriculum, can support the different needs of children, and is used throughout every aspect of your child's day. We have embedded instruction-learning happening all day, every day in our classrooms. Our rooms are literacy rich, working on math with counting, sorting and graphing, problem solving, and social emotional.

Tiffany discussed that the Community Needs Assessment is not just a federal requirement but a foundation of how we make decisions for our Head Start, Early Head Start, HSSAP, and PreK Counts programs. We are to understand our community's demographics, strengths, challenges, and service gaps so that we can design a program that meets the actual needs of families. We are in year 3 of a 5-year cycle. Tiffany discussed trends in Clearfield and Centre counties-income, poverty, and basic needs; childcare and transportation; substance misuse, mental health, and family stress; child safety, abuse, and family support. Our community needs assessment shows clearly that our communities continue to face challenges. But it also shows our strength-committed families, dedicated staff, and our willingness to adjust our services to meet needs.

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

Center Reports:

Hyde is hosting a Valentine's dinner at the Mental Health building
The Summer Camp survey closed, had a great response, and we will be offering one- and two-day camp options. More information to come.

Committee updates:

Tabytha discussed each committee

Mental Health and Health Advisory- No updates

Education/Special Services-no updates

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

Family & Community Partnership- met today at 1:00 to finalize locations. Survey will be sent out to determine day and time for St. Marys and CPI. An event will be held at Bigler on April 11th along with our Health Day. We will have the clothing closet and food bank open.

Building/Center-no updates

PBIS Leadership Team- next meeting is March 4th

Recruitment/Enrollment-no updates

Budget Committee- first meeting was today. The next meeting will be 3/31 at 4:30PM

Parent Engagement- met on 2/11 to finalize details for Hyde PE event. Will meet after the Hyde PE event to plan for the May event at Matternville

Bylaw-met no update

Old Business

Federal Review- Amy shared that we have not received our date yet. Discussed with the group that reviewers may ask how we keep them up to date with budgets. Discussed budget committee meetings, budget reports, and Angie's policy updates.

Amy shared that reviewers may ask about our curriculum. We use Baby Talk for Early Head Start and Creative Curriculum for Preschool.

Representatives asked for a sheet with all this information to use as a reference.

New Business

Introduction of Acting CEO, Dr. Mary Tatum-Mary introduced herself, that she has been with CenClear for 18 years, the departments she has worked in, and that she will put her name in for the ongoing CEO position.

Moving March meeting-discussed the post shared on Class Dojo about moving our March meeting to March 31st. Our regional specialist, Taylor, will be on site the week of March 30th visiting classrooms, attending socializations, meetings with directors, the board, and policy council. Taylor will be attending our March 31st meeting.

Approval of Financial Policy and Procedure Handbook-Angie reviewed changes to #1 about new hierarchy of authority. This establishes clear order of policy precedence. She reviewed changes to #8 micro purchases. A micro purchase is now anything up to \$15,000 previously it was \$5,000. Angie, CFO, can approve purchases up to \$15,000. Anything over \$15,000 to \$50,000 can be approved by CEO and anything over \$50,000 must be approved by the board. The manual represents tighter compliance, clearer accountability, and stronger governance.

A motion to approve the Financial Policy and Procedure handbook was made by DeeAdda Forbes. Second by Harley Chambers. 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 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 met our 90% enrolled for PreK. We have openings in all programs. Tabytha discussed that meetings are being held with centers down on enrollment to discuss ways to reach full enrollment. We continue to offer our parent incentive. We have begun looking at returners and will start building class lists in March. Acceptance letters will be mailed in April.

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

Parent Engagement

Parent Engagement Event-We will host a Reading Rainbow Parent Engagement event on Saturday, March 7th at our Hyde preschool center. We will have make your own pizzas, decorating cookies, bingo for books, dance corner, sensory station, book nook, planting sunflowers, and canvas/finger painting. RSVP was posted on Class Dojo.

March 2-6th is Read Across America Week. Seeking parents to read to classrooms. If interested in volunteering reach out to Tabytha. We have Mayors, Representatives, Congressmen, etc. scheduled to read to classrooms.

Discussed that we are seeking individuals to share success stories. We want to highlight all the positive things going on for others to see. Representatives were encouraged to reach out to Tabytha if interested.

Updates

Advocacy-None

PBIS-None

Data/Goals/ Community Report Card-Angela finished our community report card. This will be shared soon and discussed at the March meeting.

Information Memorandums-None

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 completed the RAN process. We received area of non-compliance. Now through June we will meet with T & TA to review processes.

Circumstance affecting financial viability of the program-None

Confidentiality breaches/Legal proceedings/Reports to authorities-None

Classroom closures-None.

Open Topics

It was asked for CenClear to participate in the Labor Day Celebration-Kids Day. Hannah will get more information to Tabytha.

Adjournment: 6:34 PM

A motion to adjourn was made by Sandra Drumm. Second by Harley Chambers. Motion Carried.

Next Meeting: 3/31/26

Respectfully Submitted By: Tabytha Carr