

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, January 23<sup>rd</sup>, 2024  
Location: Grace Lutheran Church, Berwick**

**Voting Members Present:**

Twilla Dowell (CR) Elizabeth Hazzard (CR)

**Others Present:**

Lisa Brelsford Rachel Dawson (P) Kaitlyn Floyd Sarah Meyer Morgana Miller Faith Rierson Audrey Rogucki  
Rose Stolz Cassie Weaver Rebecca White Heather Wolfe

**Absent:**

Kiaya McFadden (P) \*Catherine Neeb (P) \*Kerri Shaylor (CR)

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on January 23<sup>rd</sup>, 2024, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:36am.

**Minutes:**

The Minutes from the December 19<sup>th</sup> meeting were included in the packet. Chairperson Rachel Dawson asked members to review the minutes and asked if there were any changes to be made, there were none. The December minutes were reviewed and approved by members present.

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**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial Reports with In-Kind**

The Financial report for the month of December was included in the packet. A detailed version of this financial report is always available upon request. In Kind numbers are looking good, we have until March 31<sup>st</sup> to reach our In-Kind goal for the fiscal year. Cassie asked if members had any questions about the report, there were none.

**Charge Card/Credit Card**

The Charge Card/ Credit Card report for December was included in the packet. The report is split between Childcare, HSSAP, and Head Start. A detailed version of this report is available upon request. Rachel asked members if they had any questions about this report, there were none.

**Parent Fund**

The parent fund report was included in the packet. Rachel Dawson noted that there was a request from Benton to use parent funding to purchase items for their next meeting. Rachel asked if there were any questions about the parent fund report, there were none. The Parent Fund requests were voted on and approved by members present.

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**Committee Reports:**

**Personnel Update**

Kaitlyn Floyd submitted her Personnel Update report. There were 2 terminations, one new hire who did not start, and one resignation. Kaitlyn asked if anyone had any questions about the Personnel Update, there were none. The Personnel Update was voted on and approved by members present.

## **Health Services Advisory Committee**

Sarah Meyer gave members an overview of the meeting that was held on December 13<sup>th</sup>, 2023. Two new community members attended the meeting. Christine Pellegrini from Community Care Behavioral Health (CCBH) and Kellie Wojciechowski from Kidspace. They have extensive mental health backgrounds and bring a wealth of knowledge and experience to our committee.

Sarah noted that there were some safety updates presented as well as conversations on the challenges we are encountering with getting up to date dentals for children in our program. The committee expressed the same concerns with the dentals. Many of the families that are experiencing difficulties with appointments are “covid families.” What that means is that many of these families had either a newborn or very young children during the pandemic and are just now learning about all the health needs of their children who are almost school age. The next Health Advisory Committee meeting will be held on May 8<sup>th</sup>, 2024 @ 10am at the Berwick center.

## **CCDP Board Report**

Twilla Dowell noted that the revision to the Infectious Communicable Disease Policy was approved at the meeting.

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## **New Business**

### **Policy Revisions**

Kaitlyn Floyd explained revisions on these policies.

#### **Policy 1.5: Fundraising**

Childcare was added in to one of the categories and language encouraging staff to participate in fundraising was added.

#### **Policy 3.7: Clearances**

Language was added to show that Board members must renew clearances every 5 years and staff will continue to renew every 3 years.

#### **Policy 5.14: Teach Scholarship**

There were some changes made to the requirements so the website to view the changes was added into the policy and staff are encouraged view on their own.

Kaitlyn asked if anyone had any questions about the changes made to the policies, there were none. Rachel asked members to make a motion to approve the revisions made to the polices as they were presented. A motion was made by Elizabeth Hazzard and seconded by Twilla Dowell, the policy revisions were voted on and approved.

### **Eligibility Criteria**

Faith Rierson, Family Services Manager, presented the eligibility criteria. This was previously voted on and approved by Policy Council at the November meeting, but there were some changes in the criteria that could be used to help more families gain points to help their overall eligibility. In the *Family Factors* section, *Mental Health (mental illness, addiction)* was moved from the *Disability and Health* section. This change was made because it's not always the child who is dealing with the mental illness or addiction, sometimes it's the parent who is dealing with these issues. With this change in family factors, it will help boost eligibility points, the number of points remains the same as it was. Also, in the Family Factors section, *Unable to work due to care for a HS age eligible child* has been added. There are many parents who are unable to find work at the moment because they are home having to care for their child, we thought it might help boost eligibility if they could receive some points for it, this is worth two points now.

The Section previously named Disability and Health has been renamed to Developmental. This change was made because the Mental Health (mental illness, addiction) was moved to the Family Factors section, also this change will limit the number of children with behavior concerns in one classroom. This section is now focused on developmental concerns, such as, speech concerns.

Faith asked members if they had any questions about the changes to the Eligibility Criteria, there were none. Rachel asked members to make a motion to approve the changes to the Eligibility Criteria as they were presented. A motion was made by Elizabeth Hazzard and seconded by Twilla Dowell. The Eligibility Criteria was voted on and approved.

## **Training on the Self-Assessment**

Cassie Weaver gave members the training on the Self-Assessment. The purpose of the Self-Assessment is for us as an agency to find out what we are doing well and what areas we need to improve in. Each service area will work with staff, families, and Policy Council members to collect information for us to examine. Information collected will be in the form of file reviews, observations, surveys, etc. Once that information is collected, reports will be developed for each area. Education/Disability, ERSEA, Family Engagement, Fiscal, Governance/Administration, Health/ Mental Health, and Recordkeeping. Once each group has created their reports, they will be submitted to the Executive or Assistant Director who will create a summary report. This report will highlight all the areas in which our program shows strengths and areas where we can improve. Once the report is finalized, it will be presented to Policy Council, CCDP Board, and this report will be submitted with our grant application. Cassie asked members if they had any questions about the Self-Assessment, there were none.

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## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her report for December. Cassie's Spotlight on Success was from Lisa Brelsford on Positive Solutions for Families (PSF), which is a six-week course that provides families with information on how to promote social & emotional skills in children. During the six weeks, families learn about how to better implement expectations and routines in their homes and encourage positive behaviors.

Cassie mentioned that Carrie Woodruff, Education Supervisor, has gone through the certification process with her dog Augie in order for him to become a therapy dog. Carrie and Augie have visited centers and the children have been very excited with him.

On the afternoon of December 15<sup>th</sup>, the entire CCDP agency gathered together for lunch, training and some team building activities. It was great to have the Head Start and Childcare staff together under the same roof and we look forward to the possibility of doing that again.

Morgana Miller, Assistant Executive Director, reported on the Program & School Readiness Goals. The Program Goal that she highlighted was on dentals. At the end of the 22-23 program term, only 19% of children received the treatments they needed. This continues to be a struggle in our program, but it's not due to parents not trying to get the treatment, it's mainly due to the fact that appointments are hard to come by in a short window, and the lack of pediatric dentists available. The Health Services Advisory Committee has invited dental practitioners to sit on the committee to discuss these matters. Oral health kits are used to provide educational information. Last February, a hygienist from Geisinger came to parent group meetings to speak with parents about the importance of oral health. Our program continues to make efforts to get the dental treatment numbers up.

The Program Goal that she highlighted was on *children demonstrating a desire to learn and develop and interest in a variety of topics and activities*. From February to March of 2023, Erin Del Rengo Evans, Program Quality Assessor, completed classroom observations in Berwick. These observations helped the Education management team understand the areas of strengths and improvement. Currently, CLASS reviews are being taped in each classroom.

Cassie and Morgana asked members if they had any questions about any of the information that was discussed, there were no questions or comments. Her report was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report for December. There are four Behavior Support Staff positions open. One floater position at the Berwick center, two positions at Town Park Village for temporary and regular, and there is a full year position open at the 5<sup>th</sup> street center.

Heather's report included *Program Behavioral Updates* which cover the number of children who are currently receiving support for challenging / unsafe behaviors in the classrooms that are currently open. For the month of December, there were 8 children receiving support for challenging / unsafe behaviors in the classrooms. Heather gave members brief description on Behavior Incident Reports (BIR's), these reports were created to help track challenging behaviors in the classrooms in order to provide support to children in classrooms who needed it. For the month of December 16 BIR's were recorded. There were 6 injuries due to behavioral incidents, these injury numbers included both children and staff. There is one child who is currently using a frequency chart instead of a BIR.

Heather asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report for December. The HSSAP Program Specialist, Joy Mead, will be sending her Program Review Instruments (PRI) results. NAEYC renewal paperwork is coming due for Town Park Village and for 5<sup>th</sup> street. Transitions lists have been sent for all children who will be entering kindergarten in the fall. The CLASS review videotaping is occurring now. Rose asked members if they had any questions, there were none. Her report was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report for December. The Bloomsburg Parent Group was postponed. Berwick's Parent Group did not meet, this was a decision made by the group in order to deal with the busy holiday season. Benton's Parent Group participated in a winter craft; they made snowflakes from popsicle sticks.

During the holidays, our agency receives donations that come from various agencies and some businesses. Wesley Church sponsors an Angel Tree program for our Head Start families and each family that signed up received a gift. Christ the King Church in Benton provided gifts for the Benton children. Midland Asphalt donated a large group of toys to give to families. All the donations are greatly appreciated.

Celebrations of Learning went well at the centers for December. Lisa asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report for December. Our current enrollment is at 147, our cumulative enrollment is at 153. These numbers do not include the two classrooms that are currently closed in Berwick. Attendance for the month is at 77.73%. This number dropped from the previous month due to staff and child illness. The Berwick center classrooms are full, but we are still taking pre-apps for all centers. Faith mentioned that there was a Family & Community Partnership Committee meeting where they discussed the changes to the Eligibility Criteria. Faith asked members if they had any questions, there were none. Her report was included in the packet.

### **Health & Nutrition Report:**

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report for December. There were 900 breakfasts, and 993 lunches served in the month of December. This number was lower than the previous month due to staff and child illness. An Injury report summary was included in her report. Sarah's report also included health screening information for all centers. Currently we track all physicals, dentals, hearing, and vision. We currently have 73% of dental exams on file and we continue to work with families in order to bring that number up. Dental treatments continue to be a challenge for families. Dental treatment appointments are hard to find in a short time, most appointments are a year out or more.

We have 69% of physical exams on file, 71% of hearing and, 86% of vision exams on file. Letters have gone out to families to inform them of exams we still need to make sure their files are up to date.

Sarah asked if there were any questions, there were none. Her report was included in the packet.

### **Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for December. In the Education portion of her report, home visit numbers are good, and at 5<sup>th</sup> street, Benton, and both home based classes are working on the GOLD assessments for the winter.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 18% or 14 of our center-based children, 19% or 5 of our combination option children and 8% or 2 of our home-based children have an IEP. There are currently 12 referrals out to the IU. The Family Support Staff (FSS) has a total of 12 referrals for support. There are 6 referrals in Bloomsburg, 2 in Berwick and 4 in Benton.

The Early Childhood Conference is scheduled to take place on May 17<sup>th</sup>, 2024 @ St. Luke's Church in Bloomsburg. More information on the Conference is coming soon. Rebecca asked members if they had any questions about her report, there were none. Her report was included in the packet.

**Open Discussion & Answer Period:**

Cassie Weaver took this time to mention to members about a change that CCDP Head Start is looking to make. She reminded members that all of this information is confidential. Management is exploring submitting a new *Change in Scope*. Last program term, we submitted a *Change in Scope* that allowed us to reduce our enrollment numbers. Each federally funded center-based classroom went from 17 enrolled down to 13 fully enrolled children. This reduction in enrollment was approved last year and we began the 23-24 program year with 13 children in each federally funded center-based classroom. Unfortunately, since the start of the program year, two classrooms in Berwick have not been open due to not having the staff to cover. That is 26-30 children and families not being served by us, and we want our program to be successful. With the new change in scope, we are exploring cutting 2-3 classrooms from our enrollment, we hope to raise Head Start salaries, but do not expect to do that with childcare. Cassie stressed that this will need to be approved by Policy Council & the Board before the Change in Scope application can be submitted.

Elizabeth Hazzard had a question about whether or not we were getting applicants for the open positions. Kaitlyn Floyd responded. We are getting applicants and interviews are being set up but, applicants are either not qualified for the positions they are applying for, or they are not showing up to start the new hire process. Some candidates have been trying to negotiate salaries that are almost three times what we are currently able to offer them.

Cassie asked if anyone had any more questions about the change in scope, there were none.

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**Parent Group Report:** *N/A*

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**Closing:**

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place on Tuesday, February 20<sup>th</sup>, 2024, at the Grace Lutheran Church in Berwick at 9:30am. Rachel members to make a motion to adjourn the meeting. A motion was made by Elizabeth Hazzard and seconded by Twilla Dowell. The meeting was adjourned at 10:36 am

Chairperson Signature & Date

  
Rachel (Jan 29, 2024 13:47 EST)