

CCDP Head Start
POLICY COUNCIL MINUTES

Tuesday, April 20th, 2021

Voting Members Present:

Twilla Dowell (CR) Kerri Shaylor (CR) Erin Leach (CR) Catisha Pinnock

Others Present:

Cassie Weaver Lisa Brelsford Vanessa Troup Heather Wolfe Mary Millham Rebecca White
Rose Stolz Sarah Meyer Martin Parr Audrey Ruiz

Absent:

* Elizabeth Hazzard (CR) *Greg Niznek *Kelly Carnevale
Mary Broyan Renee Engo Catherine Marengo

(*) denotes excused absence

(CR) - Community Representative

WELCOME

The regular meeting of the CCDP Head Start Policy Council was held on April 20th, 2021 via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was not initially present. This meeting started off as informational and when a quorum was met, voting began.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Chairperson Martin Parr gave everyone the chance to review the March 2021 minutes and asked if there were any changes to be made. There were no changes. A motion to accept the March minutes was made by Catisha Pinnock and was seconded by Kerri Shaylor. They were voted on and approved.

Treasurer's Reports:

Financial Cash & Credit Report

The March Credit Card report was included in the Financial Report for this meeting. Martin Parr read the In-Kind amounts and balances to date. All In-Kind has been collected for the fiscal year. A motion to approve the Cash and Credit report was made by Twilla Dowell and seconded by Erin Leach. It was voted on and approved.

Parent Fund:

The March Parent Fund report was included in the Financial reports for members to review. Martin Parr read the balances to date. The Parent Fund for the 20-21 program term has been zeroed out for the year. A motion to approve the Parent Fund report was made by Catisha Pinnock and seconded by Kerri Shaylor. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup submitted her Personnel Status Update report, it was included in the packet. Heather Wolfe noted that Jillian Bromley was a past parent and Vanessa would make that change on the update. Jacob Wolfe's status has been changed to regular status as of March 30th. A motion to approve the Personnel Status updates with the changes was made by Twilla Dowell and seconded by Erin Leach. It was voted on and approved.

Curriculum & Resource

Rose Stolz and Rebecca White submitted the minutes from the Curriculum and Resource meeting that took place in February. At that meeting, the School Readiness Plan was discussed and approved by the committee. The plan will be voted at this meeting. The minutes were included in the packet.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twila Dowell reported that the Board approved the Self-Assessment and the salary scales.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. The Spotlight on Success from her report was from Heather Wolfe. Heather provided her Behavior Support Staff with resources to help children develop their social/emotional skills. Cassie's report included a Program Instruction (PI) from the Office of Head Start (OHS). This PI explained Center-Based Option duration requirements. The OHS requires 45% of slots to be filled and our program is currently at 55%. Cassie's report along with the PI was included in the packet.

Mental Health Manager:

Heather Wolfe submitted her report. Heather reported that all Behavior Support Staff positions have been filled. A Health Services Advisory Committee meeting is scheduled for Tuesday, May 11th at 9:30 am via Zoom. Heather extended an invitation to everyone to this meeting and asked them to contact Audrey for the Zoom link and information if they are interested. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. Rose reported that we have a new teacher for our TPV classroom. She is still going through orientation but hopefully will be starting on Monday in her classroom. Parent Teacher conferences went well except for two classrooms that were not completed yet due to staff medical issues. Those teachers should have the conferences done soon. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa was happy to report that the "Active April Challenge" is now on week three and there are 33 families participating. Parents are participating in the activities with their children as well and are earning double the points for that. Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. Mary was happy to report that we are fully enrolled. We have served 174 families to date. We are still recruiting for the upcoming program term. Yard signs and flyers are being distributed all over Columbia County. The Benton Area School District

will hand out flyers to send home with parents. Her report was included in the packet.

Health/Nutrition Manager:

Sarah Meyer submitted her report. Virtual dental lessons are still going on. Sarah was able to join the April Bloomsburg Parent Group where she gave information on CPR and First Aid. Staff members will re-certify for CPR at the Professional Development on May 21st and a second group on June 10th. Sarah's report along with the screening numbers was included in the packet.

Education and Disabilities Manager:

Rebecca White submitted her report. Rebecca reported that transition meetings have all been scheduled. Rebecca reported that home visits are being done and virtual play cafés are going well. 18.5% of children we serve have IEP's and there are 16 referrals that are pending for the IU. Her report was included in the packet.

Parent Group Report Bloomsburg

Lisa Brelsford reported on the Bloomsburg Parent Group. The group is planning on making t-shirts which will be given to Bloomsburg children at the end of the school year. Sarah Meyer joined the Parent Group and gave information on CPR and First Aid. This is the last Parent group meeting for this program term and the next one will take place in October. The Parent Group report was included in the packet.

OPEN DISCUSSION/QUESTIONS:

NEW BUSINESS:

School Readiness Plan

Rose Stolz and Rebecca White submitted the School Readiness Plan. Each goal on this plan includes at least one objective in completing the goal. This plan does not include a virtual piece at this time but could be included if necessary. Members had a chance to review the plan. A motion to approve the School Readiness Plan was made by Kerri Shaylor and seconded by Twilla Dowell. It was voted on and approved.

Ratify COLA application and Salary Scale

The COLA and salary scales were included with the packet. Members voted on this through email and were asked to ratify their vote. Martin Parr abstained from this vote. A motion to ratify the COLA application and salary scales was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

CLOSING:

Chairperson, Martin Parr thanked members for attending the meeting.

Next PC Meeting:

The next Policy Council is scheduled for May 18th via Zoom at 10:15am.

Adjournment:

Chairperson, Martin Parr closed the meeting. A motion to adjourn the meeting at 10:56 am was made by Catisha Pinnock and seconded by Twilla Dowell, it was voted on and approved.



Policy Council Signature

Apr 23, 2021

Date