

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

June 1, 2021

MEMBERS PRESENT

Ashley Mensch

Oren Helbok

Johan van der Jagt

Christine Curley

Toni Bell

Joan Mosier

Christine Luschas

Matt McCollin

Bernie Landers

OTHERS PRESENT

Cassie Weaver

Rose Stolz

Jen Johnson

Asondra Accor

MEMBERS ABSENT (* indicates excused)

Tina Welch

*Lynne Pabst

*Twillia Dowell

*Jeff Arnold

Adelaide Benson

Sylvia Costa

CALL TO ORDER

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:36 p.m. via zoom conference. Ashley welcomed Asondra who was attending the meeting for the fiscal department.

CONSENT AGENDA

Toni moved to approve the consent agenda, seconded by Johan, voted on and unanimously approved. The consent agenda included: president's report, May minutes, board member absentee report, vice president's report, treasurer's report, credit card report and Policy Council minutes.

FISCAL OFFICER'S REPORT

The Financial Summary for April 2021 was included in the packet. There were no questions. Cassie reported she learned today that our first PPP Loan has been forgiven. We owe a little over \$1,000 interest for the unused portion of the loan, but the amount that was forgiven was \$261,647. Dawn will check with our auditor to see if we can get it applied to the fiscal year when we took out the loan.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success by Rebecca who talked about the collaboration between one of our teachers and the classroom teacher from the intermediate unit who share a student. It has been a great partnership.

Cassie noted there are two program instructions from the Office of Head Start attached to her report. The first one is the American Rescue Plan Funding Increase which we applied for and received. Cassie wasn't sure of the amount at the meeting, but later noted it was \$186,654. The money is to be used for COVID related purchases and supporting our staff. She noted we are happy to receive these funds.

The second program instruction is Expectations for Head Start Programs in 2021-2022. Cassie noted this threw us for a loop because we had previously been told that flexibilities would continue into the next program year. However, this program instruction is not telling us that. The reason for the decreased flexibility and the increased push to get children back into the classrooms is because of an executive order from President Biden who is encouraging preschool, child care, and school age students to be back in the classrooms in the fall. Cassie noted she attended a webinar this morning regarding this change. She noted that the management staff will now have to figure out a new plan for the fall.

HEAD START

The Managers' reports were included in the packet. Rose went over her report noting that second home visits are being held virtually and in home. She noted they have been having great success with the packets of activities. Rose noted they are working on the third outcomes assessments and will share with the Board when they are completed. She reported that transition meetings with school districts have now all been completed. Rose stated the shed for the Berwick center has been delivered while she waits for the okay for the patio roof permit.

CHILD CARE

The report was included in the packet. Cassie said there was nothing to add to Debbie's report except to note that the staff is in the midst of getting summer camp started.

COMMITTEE REPORTS

EXECUTIVE

Minutes from the May meeting were included in the packet. Ashley went over the minutes noting the committee discussed when to allow parents to come back into the building. The committee will let this decision up to Cassie and the management team. She noted Cassie is working on a job description for the new assistant position. The committee discussed not holding a July board meeting unless something comes up that it is warranted.

BUDGET AND FINANCE – No report.

PERSONNEL

The Personnel Status Update was included in the packet. Oren moved to approve the Child Care Personnel Status Update as presented. The motion was seconded by Toni. The motion was voted on and unanimously approved. Policy 1.4 and 2.3 were emailed previously to board members to review before the meeting. Christine C. moved to approve Policy 1.4 – Personnel Policy Manual Acknowledgment and Policy 2.3 – Recruitment. The motion was seconded by Matt. The motion was voted on and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES

Bernie reported the committee met May 19th to discuss the heating issues in the prek room at Fifth Street. Bids were obtained from John M. Down's, Dents Plumbing and Heating, and Menco Mechanical. Matt explained that the heat in that area is not hooked up to the thermostat that controls that area. They work but they don't work because the other thermostat is satisfied. Dents gave us a quote to repair what we have and make it efficient. The other two quotes were to add more heat. We are revisiting this to get similar bids. Cassie apologized that the minutes were not included in the packet.

Toni asked if the town has been updated about this. Cassie noted they have not. Toni will let them know. Bernie thanked Matt for his expertise in this.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS

Joan explained the proposed revisions to the grantee bylaws and moved to approve the following: Article I, Section 1 delete the word Sullivan from the sentence and Article IX, Impasse Procedure delete the word Sullivan from the heading. The motion was seconded by Johan. The motion was voted on and unanimously approved.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

The Policy Council minutes were included in the packet.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON – No report.

UNFINISHED BUSINESS – None.

NEW BUSINESS

Ashely noted the Community Assessment needs Board approval. Cassie said this an annual update to highlight any changes to the five-year plan. Christine L. moved to approve this year's update to the Community Assessment. The motion was seconded by Toni, voted on and unanimously approved.

Ashley stated the Board needs to decide skipping a July meeting. Toni moved to not hold a meeting in July. The motion was seconded by Matt. The motion was voted on and unanimously approved.

ANNOUNCEMENTS – None.

ADJOURNMENT

Oren moved and Johan seconded to adjourn the meeting. The meeting was adjourned at 6:03 pm
The next Board of Directors meeting will be held at 5:30 p.m. August 3, 2021 via Zoom and phone.

Ashley Mensch
Ashley Mensch (Jun 4, 2021 13:52 EDT)

Board Signature

Jun 4, 2021

Date