

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
June 6, 2023

MEMBERS PRESENT

Oren Helbok	Olivia Oden	Betsy Rubio
Johan van der Jagt	Toni Bell	Ashley Mensch
Matt McCollin	Lynne Pabst	Christine Luschas
Twilla Dowell		

OTHERS PRESENT

Cassie Weaver	Rose Stoltz	Morgana Miller
Asondra Acor	Amber Parr	
Morgana Miller		

MEMBERS ABSENT (* indicates excused)

*Adelaide Benson	*Danielle Howie	Joan Mosier
*Christy Roberson		

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:32 pm via zoom conference.

CONSENT AGENDA

Ashley welcomed Amber Parr to the meeting. Amber has been hired as the new Administrative Assistant. Introductions were made.

Twilla moved to approve the consent agenda. The motion was seconded by Toni, voted on and unanimously approved. The consent agenda included: president's report, May minutes, Vice President's report, credit card report, Policy Council minutes and Secretary's report.

SECRETARY'S REPORT – No report.

TREASURER'S REPORT – No report.

FISCAL OFFICER'S REPORT

Asondra explained that the April reports are for the first month of the fiscal year for Child Care and Head Start. Child care had a loss of \$2640 and school age had a loss of \$1908 due to prepayments on field trips and they were planned expenses. Child Care and summer camp has a combined loss of about \$4548 which is what was expected based off of the budget that was passed. Head Start is underspent by about \$7700 due to turnover and open staff positions. HSSAP budget year goes from July to June so they are wrapping up. They are underspent but working on updates/upgrades to furniture and toys for the end of year spending. The Head Start grant was exhausted from last fiscal year (2022-2023). The annual audit is scheduled for June 14th and will be held at 5th St. Many of the documents are able to be uploaded to an online portal to streamline the process.

ADMINISTRATIVE REPORTS:

AGENCY

The Spotlight on Success is from Rebecca and she is pointing out some positives that came from COVID. We were able to start an in home Children's Library. Head Start placed 4,466 children's books into our family's homes over the last 2 years.

Cassie and Morgana both have some time off scheduled but at least one will be available.

CCDP will be closed July 3rd and 4th.

Summer Adventure Camp registration was held May 8th and more than 30 children signed up. They were only hoping for 24. This is the weird week that is between school and summer camp, there are a few children in this week but Summer Camp officially starts on Monday.

Sarah Meyer and Faith Rierson graduated from Leadership Central Penn in May.

There is an IM attached to the report, but it does not apply to us. It is for American Indian and Alaska Native Head Start Agencies.

Oren added that the Town Pool will be open this year and Summer Camp students will be attending.

HEAD START

Rose said that the end of year celebrations start tomorrow. They will be held at Briar Creek Park and Salem Park. Transition meetings are all completed and documents are being sent to the schools so that they are ready for next year. One person took her CDA test yesterday and was scheduled to have the observation done today. She is waiting to receive the results. Outcome reports were attached to the agenda and there was a lot of progress made. The exciting results was the growth that the children showed in both literacy and math area which are usually our lowest but was higher this year. Oren asked why the number of children in the fall was higher than the number of children in the spring. Rose said that was due to the number of children that dropped. Oren asked if that was more than normal and Rose confirmed that it was but she believes that is due to the number of room closures. Cassie added that the children are not counted on the report if they were here in the spring but not in the fall which adds to the gap in numbers. Oren asked how the results from this spring compare to other years. Rose said that for math and literacy, it is a significant jump. Physical is always high coming in and gain throughout the year. Social emotional always gains throughout the year due to PBIS. Cognitive can go either way, and language almost always show growth. Oren asked what she attributes the increases this year to. Rose said that this year we had a lot of kids that were younger so the expectations were not as high but we also have some very good teacher and some very good students, so a combination of all three.

CHILD CARE

Debbie was unable to attend but her report was included in the packet.

COMMITTEE REPORTS:

EXECUTIVE

Minutes from the May 11 meeting were in the packet. We will be discussing having an in-person board meeting in August in the Unfinished Business. There were no questions.

BUDGET AND FINANCE – No report.

PERSONNEL

Matt moved to approve the Personnel Status Update and Betsy seconded the motion. It was unanimously approved. Hayley Morgans did start work yesterday.

Twilla moved to retire Policy 3.2 Mandatory Vaccination Policy, and Olivia seconded the motion. It was unanimously approved.

NOMINATING

CCDP is still looking for someone with fiscal/hr experience to join the board.

DEVELOPMENT

The committee met and they are looking at doing some small fundraisers like Dalo's or Bloomin' Bagels.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Twilla pointed out the policies that were passed at the last Policy Council meeting.

Danielle submitted her report after the meeting:

Our celebrations of learning and final graduations at Berwick are at Briar Creek Lake tomorrow. The kids had a pajama day today in one of the classes at Berwick. The kids received their learning packets for Kindergarten Readiness from the Berwick United Way. We also had a parent guardian appreciation luncheon at Briar Creek park last week.

SUSQUEHANNA VALLEY UNITED WAY LIAISON

There were 2 new babies that were born into the United Way family within 48 hours.

UNFINISHED BUSINESS

It has been discussed that it would be nice to have an in-person board meeting so that all of the new board members would be able to meet each other. This would be just for one single in-person meeting in August to get to know each other and then meetings would return to virtual. Everyone seemed to be in favor of this so the executive committee will get the details together. There will not be a virtual option for this meeting. The date for the meeting will be August 1st.

The Infectious Communicable Disease Policy has been edited. Cassie said this was brought up previously by Sarah when we were changing the COVID policy. This sparked some discussion between

her and Debbie that more changes were needed. This is the final draft. No questions were raised. Oren moved to approve the policy, Twilla seconded the motion, it was unanimously approved.

NEW BUSINESS

July meeting was discussed because it should fall on July 4th and CCDP is closed. Usually, the board meeting is canceled in July unless there is something pressing that needs discussed. Cassie said at this time, she does not feel like it will be necessary to hold the meeting. Twilla moved to cancel the meeting, Lynne seconded the motion, motion was passed.

ANNOUNCEMENTS

ADJOURNMENT

Johan moved and Twilla seconded to adjourn the meeting. The meeting ended at 6:07 pm. The next Board of Directors meeting will be held on August 1, 2023, in person (more details to come later).

Ashley Mensch
[Ashley Mensch \(Jun 12, 2023 10:34 EDT\)](#)
Board Signature

Jun 12, 2023
Date







Minutes June 6, 2023 PDF

Final Audit Report

2023-06-12

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