

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
October 3, 2023

MEMBERS PRESENT

Ashley Mensch	Oren Helbok	Twillia Dowell
Toni Bell	Danielle Howie	Olivia Oden
Johan van der Jagt	Matt McCollin	Christy Roberson
Joan Mosier		

OTHERS PRESENT

Cassie Weaver	Asondra Acor	Amber Parr
Debbie Jones	Morgana Miller	Lisa Brelsford

MEMBERS ABSENT (\* indicates excused)

*Adelaide Benson	*Betsy Rubio	*Lynne Pabst
Christine Luschas		

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:33 PM via zoom.

GUESTS

Cassie shared that we were expecting a parent to join us upon their request due to a complaint regarding the Megan's Law Policy. The parent was sent the link for the zoom meeting but did not log on. Details regarding this situation are included in the Executive Committee minutes.

CONSENT AGENDA

Christy moved to approve the Consent Agenda. The motion was seconded by Toni, voted on and unanimously approved.

TREASURER'S REPORT

Christy reported that Child Care is five months into their fiscal year. They have received 41% of their revenue and have expended 45% of their expenditures. They are currently showing a deficit of \$58,000; the anticipated deficit at this point was roughly \$26,000. Part of the deficit is the subsidy payment being one month behind and the one-time expenses.

Head Start is also five months into their fiscal year and has both received and expended 32% of their revenue/expenditures. They are currently showing a \$2,000 surplus.

HSSAP expected to have received and expended 16% of their funds at this point, but have received 25% and expended only 8%.

The cash in all our accounts is roughly \$856,636.

FISCAL OFFICER'S REPORT

Asondra expanded on the treasurer's report and stated that we are showing a Child Care deficit of \$58,000. The summer camp figures have not been finalized. This sometimes takes a little longer due to Brightwheel not being user-friendly. Expenses are up a little due to some one-time expenses and staff have been hired at a pay rate greater than anticipated due to education and experience level.

Head Start's expenditures are currently down due to summer break and being understaffed.

HSSAP expenses are low due to summer break and being understaffed. The funds have also come in as a lump sum.

EITC funds are low. We hope to receive one more donation before the end of the calendar year.

Asondra shared some other fiscal updates. They have started preliminary steps on the business insurance renewal through Purdy insurance. Preliminary steps have also been taken to renew the medical, dental, and vision insurance through Power Kunkle. The annual audit is still happening, currently nothing is needed but we are just waiting on the draft. The Semi-annual report will be due in November for Head Start and the HSSAP quarterly report will be done in October. Work has begun on the 2024-2025 Head Start Budget. The new bookkeeper is supposed to start work on Monday. Asondra also said that she has an update on the gift cards but will give that update with Old Business.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie highlighted the Spotlight on Success in her report, thanking the staff for sticking with the agency during the difficult last few years.

Cassie accepted a "big check" from the Weis 4 School program for \$898. CCDP was one of the top earning schools in the Bloomsburg area.

Rebecca and Rose put together the agency booth for the Bloomsburg Fair.

The planned date for the Town Park Village classroom to open for full day care is 10/16. The Berwick classrooms are still being worked on to get them open. Interviews are scheduled for Thursday for a teacher candidate.

There was a Focus Area Two Review training on September 21 and 22 and two more sessions were scheduled with Desiree Del Zio. The general feeling was that it was helpful but overwhelming and the management team seem to feel a little better prepared.

Morgana shared an update that she was at the Pennsylvania Capital Building today and met with Senator Cluver. She was able to share the challenges that we have been experiencing and some of the great things that we are able to do within our program. She also shared the different pieces of our program and how they all work. Senator Cluver is looking forward to being able to visit our program.

Ashley asked for an update on if Head Start is allowed to open the TPV classroom for half days. Cassie said that we have not received an update so that meant that we did not need to close TPV.

### HEAD START

Lisa Brelsford shared that the assessment for the family goals and the strength needs assessments from last year has been completed. Her report has a chart showing data from the last school year. We served 201 families and 96% of families created goals last year. One item that is tracked is if one of the goals align with a need that is outlined in the family assessment, last year 69% of the goals aligned with a family need. Of the families that set goals, 37% fully completed their goals, 28% partially completed their goals, and 35% were unable to complete their goals. This showed great improvement from the previous year.

A Policy Council training had been scheduled and they did have families sign up, however due last-minute commitments, the families that signed up were unable to attend. That training was canceled but the information was reviewed during the regular Policy Council Meeting.

Head Start has started using Form Connect. This allows staff to have families sign forms digitally with their I-pads. The family Service Workers have been using it for the orientation and enrollment packets. Teachers will be using it soon and more forms will be getting added to it. Overall, it seems to be going well but they are working out some printing issues.

#### CHILD CARE

Debbie Jones highlighted a few things from her report that was provided with the packet. Friday will be the first half day for the kids. There will be a staff meeting and staff will be working on Teaching Strategies Gold, and classroom work (such as washing toys, changing out manipulatives, and working on bulletin boards, etc.)

Debbie shared a staffing update. An assistant teacher is still needed to be hired in the HSSAP classroom. We had some student workers have left so we are looking into hiring a floater to cover for that and some illnesses, including a new staff member that is dealing with a major illness.

She highlighted the importance of the connection we have with the Community Aid. Over the last year we have received almost \$24,000 from their organization. She was able to attend their huddle where she can share with them about our program. She loves how they utilize their huddle to inspire their workers. She shared some things with them that she felt they have done well.

#### COMMITTEE REPORTS:

##### EXECUTIVE

Ashley shared that they met on September 20<sup>th</sup>, the minutes are included in the packet.

Cassie was approached by Matt Hess from the Community Strategies Group to discuss the possibility of applying for a federal community development block grant. The minimum amount that we could apply for would be \$100,000. One of our goals is to have a building large enough to house at least 5<sup>th</sup> street and Town Park Village under one roof. They have a meeting scheduled for early October with Matt Hess to obtain more information.

Morgana is working on a new device policy that would protect both devices and electronic data.

BUDGET AND FINANCE – No report.

##### PERSONNEL

Twillia made a motion to approve the Personnel Status Update that was included in the board packet. The motion was seconded by Olivia, was voted on, and approved unanimously.

##### NOMINATING

Christine Luschas sent an email containing her letter of resignation to Cassie, Amber, and Ashley. The letter states that she has a conflict of interest between her work and CCDP. She offered to help with any special projects or anything that she can help with. She has enjoyed working with the board, the people, and the mission of the agency. Cassie stated that we do need to have a lawyer on the board due to Head Start regulations and asked anyone with a suggestion to talk to Cassie. Olivia said she may have a suggestion and would discuss it with her. Oren made a motion to accept her resignation. The motion was seconded by Toni, voted on and unanimously approved.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No official report but the strategic plan was sent to Betsy.

CURRICULUM AND RESOURCES – No report but they are working on setting up a meeting.

#### BYLAWS

Joan shared a draft policy that was drawn up to create an Emeritus board position. The draft will be sent out to the board members prior to the November meeting for discussion and then voted on in December. The draft was shared on the screen and reviewed. The amendment would be added to Article 2: Section 14. This position could be offered to someone who served on the board with distinction and excellence. They would be able to receive all written notices and information that are provided to the board of directors, able to attend all meetings, and attend and participate in meetings and committees that they choose to serve on, and invited to all public events. These members should not be subjected to the attendance policy, be counted in determining a quorum, be entitled to serve as an officer, or entitled to vote at any board of directors' meetings.

Matt asked about specifying if clearances and the mandated reporter training are needed for this type of a position. Cassie said that it is part of the volunteer policy she would investigate. There was discussion about if this should be required for this type of position. Debbie asked about the confidentiality piece as well and felt like it needed to be added.

AD HOC BUILDING – See notes in Executive Committee.

#### HEAD START POLICY COUNCIL LIAISON

Danielle no longer holds this position. Lisa said that they tried to get someone at the Policy Council meeting, but no one volunteered. They will try again at the next meeting.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

#### UNFINISHED BUSINESS

Asondra shared a recap/update on the staff birthday gifts. This has been on hold due to the IM that restricts how we are allowed to utilize credit card reward points. We currently purchase the staff birthday gift cards in bulk using credit card rewards. Originally, we were looking at purchasing a visa gift card as a reward and using that to purchase the Weis gift cards. Ashley pointed out, at the Executive meeting, that Weis will not let you purchase a gift card using a different gift card so that process wouldn't work. Asondra asked Dawn to look at what we can use the rewards points for each card towards. The Amazon rewards are used towards amazon purchases, and we would like to keep it as such. Mastercard is very restrictive on what we can purchase and the gift cards that you can purchase can only be bought in increments of \$25, \$50, and \$100, our current Weis gift card amount that we give to staff is \$20. The Visa rewards are less restrictive, and we could purchase anything from \$5-\$500 in increments of \$5 but we cannot buy one from Weis. Ashley suggested calling Weis corporate office, explaining our situation, and request permission to purchase the bulk cards using the gift card. Cassie asked which cards are used more/accrue more points. She also said that we could bump the gift up to \$25 from \$20 and it would make purchasing the gift cards a little easier. Asondra suggested we could not do gift cards but instead use it to just purchase a gift, but it would be hard to find something to fit everyone. Asondra said that we need to decide if we would like to continue looking into how we can purchase a gift for staff birthdays and keep it as Old Business so that we can continue looking into this. Toni made the motion to continue staff birthday gifts. The motion was seconded by Christi, voted on, and unanimously approved.

NEW BUSINESS

Morgana discussed the Community Assessment that was attached to the board packet. She stated that this is an annual update. Included in the update is the change in scope to reduce the number of children to 13 per classroom for federal Head Start classrooms. It also highlighted the staffing shortage that we have been dealing with and the high IU referral rates and long wait times. Johan made a motion to approve the community assessment. The motion was seconded by Oren, voted on, and unanimously approved.

Cassie presented the PIR. She highlighted the total number of students enrolled in center-based care was 197, out of those students, 180 were chronically absent. Part of this was due to sickness and remote days. Shortly after the PIR was sent out, she read a New Your Times article that stated that there has been a higher rate of absenteeism ever since COVID. She also highlighted that there are 14 staff members that are either current or past Head Start parents. That is 25% of our staff for last year. Cassie said that she was always proud of that number but when they met with Desiree, she said some programs have as high as 50%. Ashely pointed out that with our rural community she still felt like 25% was a good number. Cassie asked for a motion to accept the PIR as it was reported. Danielle made the motion to accept the PIR. The motion was seconded by Twilla, voted on, and unanimously accepted.

Danielle shared that a new day care is opening in Berwick on Spring Garden Avenue and accepting students within the same age group as our Head Start and it may affect our numbers.

Cassie presented to Flexible Instruction Plan. It was almost unchanged. Twilla made a motion to approve the Flexible Instruction Plan. The motion was seconded by Danielle, voted on, and unanimously approved.

ANNOUNCEMENTS

Joan stated that she felt we needed a policy or a way to post who and what are allowed in our facilities. Cassie stated that we do have a Megan’s Law Policy but it is not posted publicly. Joan said that she feels like it should also include if firearms are allowed in the building. Danielle stated that the Berwick YMCA has a disclaimer that is posted that states that Megan’s Law checks are completed periodically, and offenders are not allowed in the building. Lisa stated that parents are informed of our policy upon enrollment. It was also discussed that some local school districts scan licenses/ID cards to create visitor passes.

Joan also asked about a way that agency computer usage can be checked regularly. At the university the computers are regularly backed up and then scrubbed once a semester to check for inappropriate use. Morgana said that regular website usage is sent to herself and Dawn, including from devices linked to the guest WiFi. Trend Micro also checks for discrepancies and sends weekly reports and Innotek is also available if additional help is needed.

ADJOURNMENT

Joan made the motion to adjourn the meeting. The motion was seconded by Toni, voted on, and unanimously approved. The meeting was adjourned at 6:54 PM.

Ashley Mensch  
Ashley Mensch (Oct 18, 2023 15:22 EDT)  
Board Signature

Oct 18, 2023  
Date







# Minutes October 3, 2023

Final Audit Report

2023-10-18

Created:	2023-10-18
By:	Amber Parr (admin@ccdppa.org)
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-  Email viewed by amensch@columbiapa.org  
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-  Signer amensch@columbiapa.org entered name at signing as Ashley Mensch  
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-  Document e-signed by Ashley Mensch (amensch@columbiapa.org)  
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