

COLUMBIA SULLIVAN HEAD START
POLICY COUNCIL MINUTES
February 18th, 2020
Grace Lutheran Church, Berwick

Voting Members Present:

Stephanie Bond-CR Twilla Dowell-CR Madeline Johnson-CR Kristy Wright Erin Leach
Catherine Neeb

Others Present:

Rose Stolz Audrey Ruiz Cassie Weaver Becky Aardweg Heather Wolfe
Martin Parr Rebecca White Vanessa Troup Katherine Hoffman Deb Thennes

Voting Members Absent:

*Kiley Radeski *Roslyn Crawford *Robert Defeo Jeremiah Cooper Ashley Glover *Neda Fester
*Lisa Snyder- CR * Luella Scott-CR

(*) denotes excused absence
CR - Community Representative

WELCOME

The regular meeting of the Columbia Sullivan Head Start Policy Council was held on February 18th, 2020 at The Grace Lutheran Church in Berwick. Chairperson Martin Parr called the meeting to order at 10:20am. A quorum was present.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Chairperson Marin Parr gave everyone the chance to review the January 2020 minutes and asked if there were any corrections to be made. Members reviewed the minutes; no changes were made. A motion to accept the minutes was made by Madeline Johnson and seconded by Twilla Dowell. It was voted on and approved.

Parent Fund Report:

Martin Parr read the Parent Fund Report. The balances are as of January 31st, 2020. The report was included in the packet. A motion to accept the Parent Fund report was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

Treasurer's Report:

Martin Parr read the January Credit Card Summary Report. The In-Kind totals for January were incomplete but will be updated for the next meeting on March 17th, 2020. The reports were included in the packet. A motion to approve the Treasurer's report was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup presented the personnel updates. She commented on the new language on the update, the term "Permanent Status" is changed to "Regular status." Heather Wolfe noted that Michelle Zurawski has announced her resignation as a Behavior Support Staff and her last day will be March 3rd, 2020. Becky Aardweg noted that Carlynn Wolfe, Nutrition Aide in Berwick, has announced her resignation as well; her last day will be March 3rd, 2020. A motion to approve these Personnel Updates with the new changes was made by Madeline Johnson and seconded by Catherine Neeb. It was voted on and approved.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twilla Dowell noted that the board approved several policy revisions.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. Cassie explained that the PI reduced the Office of Head Start's expectation from 100% to 45% of center-based enrollments providing 1020 hours of instruction by August 2021. At this point, our program is above 45%. Her report was included in the packet.

Disabilities/Mental Health Manager:

Heather Wolfe submitted her report. We are currently serving over 10% of children with IEP's. Heather noted that Dan St. Romain will be back to help train Head Start Staff. He will be back on March 23rd, 2020. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. She noted that the outcomes reports numbers have increased, and most children are doing very well in all areas. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa was absent for this meeting. Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. Mary was absent for this meeting. Her report was included in the packet.

Health/Nutrition:

Becky Aardweg submitted her report. She handed out the results from the Geisinger dental screenings done at Head Start centers including Benton and Sullivan. She announced that there will be a Health Fair on April 3rd at the Berwick center and that space is limited. Her report was included in the packet.

Home Based/Combination Option Manager:

Rebecca White submitted her report. She noted that outcomes numbers in her service area are increasing. There is one Family Support referral out and she will send out the new Family Support Staff when she starts. Her report was included in the packet.

PARENT GROUP REPORT

Kristy Wright reported for Berwick. They made homemade laundry soap and spoke about the three-month Parent Fund budget. A copy of all the Parent Group reports were included in the packets.

OPEN DISCUSSION/QUESTIONS:

Nothing to report

PARENT POSITIVES

Erin Leach discussed her son needing dental work done and the importance of dental care in children.

NEW BUSINESS:

Self-Assessment

Cassie Weaver explained to members that the annual Self-Assessment is beginning in March. The information collected will help to write the grant in the fall. No vote was needed.

Parent Fund 3-month Budget Proposal

Lisa Brelsford submitted her proposal. She was absent for this meeting, but her proposal was reviewed by members. A motion to approve the 3-month budget proposal was made by Erin Leach and seconded by Madeline Johnson. It was voted on and approved.

Annual Report

The annual report for the 2018-2019 program year was submitted. Members had a chance to review the information submitted. A motion to approve the Annual Report made by Twilla Dowell and seconded by Madeline Johnson. It was voted on and approved.

CLOSING:

Next PC Meeting:

The next Policy Council meeting will be held at 10:15am on March 17th, 2020 at The LCBC Church in Bloomsburg (weather permitting).

Adjournment:

Chairperson Martin Parr closed the meeting at 10:55. A motion to adjourn the meeting was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

Policy Council Signature

Date