

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, November 16<sup>th</sup> 2021  
Location: Via Zoom**

**Voting Members Present:**

Sarah Broyan (P) Annmarie Mack Broyan (P) Twilla Dowell (CR) Elizabeth Hazzard (CR) Jessica Helwig (P)  
Danielle Howie (P) Erin Leach (CR) Kari Temple (P) Jenny Waters (P)

**Others Present:**

Lisa Brelsford Sarah Meyer Mary Millham Faith Rierson Audrey Ruiz Dorothy Starr Rose Stolz Vanessa Troup  
Cassie Weaver Rebecca White Heather Wolfe

**Absent:**

\* Catherine Marengo (P) Martin Parr (CR) \* Kerri Shaylor (CR) Dylan Shultz (P) \* Chantelle Waller (P)

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on November 16<sup>th</sup>, 2021, via Zoom. Vice-Chairperson, Erin Leach called the meeting to order at 10:15am. A quorum was present.

**Approval of Minutes:**

Vice-Chairperson Erin Leach gave everyone the chance to review the October 2021 minutes and asked if anyone wanted to make any changes. Members reviewed the minutes and there were no changes to be made. Erin asked for voting members to make a motion to accept the October 2021 minutes as they were presented. A motion to accept the October minutes was made by Elizabeth Hazzard and was seconded by Sarah Broyan. The October 2021 minutes were voted on and approved.

**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial & Charge Card/Credit Card**

The Financial Report & Charge Card/Credit Card reports for the month of October were included in this packet. As part of the financial report, In-Kind balances were included. Vice-Chairperson Erin Leach read the In-Kind balances as of October 31<sup>st</sup>. Erin asked if any attendees had questions about the report and there were none. Erin asked for voting members to make a motion to accept the October Financial report with In-Kind as it was presented. A motion to accept the report was made by Twilla Dowell and seconded by Danielle Howie. The Charge Card/Credit Card report was included, and amounts were as of October 31<sup>st</sup>. Erin asked for voting members to make a motion to approve the Charge Card / Credit Card report as it were presented. A motion to accept the Charge Card / Credit card report was made by Twilla Dowell and seconded by Sarah Broyan. Both the Financial Report and the October Charge Card / Credit card report were voted on and approved.

**Parent Fund**

The October 2021 Parent Fund report was shared with members. Balances were read by Vice-Chairperson Erin Leach and all balances in this report were as of November 5<sup>th</sup>. Erin asked attendees if they had any questions about the report and there were none. Erin asked voting members to make a motion to accept the Parent Fund report as it was presented. A motion to accept the Parent Fund was made by Twilla Dowell and seconded by Annmarie Mack Brown. The October 2021 Parent Fund was voted on and approved.

## **Committee Reports:**

### **Personnel Update**

Vanessa Troup, Human Resources Coordinator, submitted the Personnel Update report to date. Vanessa noted that Erica Harvey and Lori Lipsky will be starting on November 29<sup>th</sup>. Vanessa asked attendees if they had any questions about her report and there were none. Vice-Chairperson Erin Leach asked voting members to make a motion to accept the Personnel Update as it was presented. A motion to accept the Personnel Update was made by Twilla Dowell and seconded by Danielle Howie. The Personnel Update was voted on and approved as presented.

### **CCDP Board Report**

Twilla Dowell, CCDP Board Liaison to Policy Council, highlighted points from the November Board meeting. She notes that the Board approved the Comprehensive Insurance plan and the Annual Report. The guest speaker was Rose Stolz.

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## **Admin & Staff Reports:**

### **Administrator Report:**

Cassie Weaver, CCDP Administrator, submitted her report. Cassie shared her Spotlight on Success which was in the Family Services area. Family Service Workers had to get creative with meeting parents in order for them to sign off on paperwork needed to begin the program term. Whether it was meeting outdoors, in homes while fully masked, or at the center while following all CDC COVID guidelines. Family Service Workers had the chance to meet face to face with parents and sign all paperwork that was needed. Cassie noted that CCDP is hiring across the agency and trying to keep the staff that we do have. Our re-funding application is due on January 1<sup>st</sup>, 2022, and that budget will begin on April 1<sup>st</sup>, 2022. The vote on the refunding application may be an email vote but Cassie will keep us informed. Cassie asked attendees if they had any questions about Cassie's report and there were none. Cassie's report was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report. Head Start currently has two open positions for Behavior Support Staff (BSS) and applications are still being accepted. Safe Crisis Management (SCM) Training for new staff is taking place on Tuesday, November 30<sup>th</sup>. The Health Services Advisory Committee is meeting on Wednesday, December 8<sup>th</sup> via zoom and the email with the save the date and the packet will be sent to members. Heather asked members if there were any questions about her report and there were none. Heather's report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Parent Teacher Conferences are being scheduled. Center Based classrooms are now on a rotating schedule which means in Berwick, 3 classrooms are in center one week and the other 3 are remote for the week. This also applies to Town Park Village where one classroom is in center one week and the other is remote. Weekly packets are sent out to families to complete, and this is one way that children are marked present for the day for attendance. This rotating schedule will continue until the end of 2021. Tree fest ornaments were made to go with the children's literature theme. Rose asked members if they had any questions and there were none. Rose's report was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report. Lisa noted that due to low numbers for Benton Parent Group, the Family Service Worker will poll families to see if there may be a better time that would work for them to meet. Berwick and Bloomsburg Parent Groups have good attendance. Bloomsburg parents decided to make pinecone bird feeders and Berwick is talking about a family day. Positive Solutions for Families is going so well and we have split the group in two due to the large amount of sign ups. Instead of meeting on Thursdays, the group is split between Wednesday and Thursday. Lisa also noted that Wesley United Methodist Church is providing gifts for the children in Bloomsburg, Christ the King Church is providing gifts for the children in Benton. Mona B. made 300 knit hats for all the children and SMILE is providing gloves for the children. The Berwick Area Student Council is providing blankets to our families and Ken Pollock Ford is providing gifts for several Berwick families. Lisa asked members if they had any questions about her report, there were none. Lisa's Report was included in the packet.

### **Family Services Report:**

Mary Millham, CCDP Head Start Family Service Manager, submitted her report. Mary reports that enrollment numbers are good, 199 out of 203 slots have been filled. We have used 10 out of 20 over income slots for this program term and 16 out of 71 slots for families who are 101%-130% over the poverty level. Center Based classrooms are now on a rotating schedule and the average daily attendance report for October had been delayed while teachers get a chance to collect packets from remote weeks. Mary reports that we are actively recruiting children for our program and developing waiting lists for income eligible families. Mary asked members if they had any questions and there were none. Mary's report was included in the packet.

### **Health & Nutrition Report:**

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah noted that classrooms received their 1<sup>st</sup> set of dental kits for the year. Hand hygiene through Geisinger was completed as well as vision screens through Central Susquehanna Sight Services. Health staff is assisting parents to schedule appointments. Screening numbers were also included in her report. Sarah asked members if they had any questions, there were none. Sarah's report was included in the packet.

### **Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. In the Education portion, Rebecca noted Parent Teacher Conferences are being scheduled. Berwick Home Based Play Cafes are soon transitioning to the McBride Library and Bloomsburg Play Cafes rotating between one in person and one remote. In the disabilities portion of her report, Rebecca noted that 11% of our center-based children, 12% of our combination option children and 1% of home-based children have IEP'S. There are currently 27 referrals out to the IU. Our Berwick center currently has 8 referrals for the Family Support Staff (FSS) program , Bloomsburg has 5, and Benton has 3 referrals. Rebecca asked members if they had any questions about her report and there were none. Rebecca's report was included in the packet.

### **Open Discussion & Answer Period:**

None

### **Parent Group Report: Benton**

Jenny Waters, current parent, presented the Parent Group report for Benton. With low attendance numbers, the Family Service Worker will do a poll with parents to see there is a better time they are available to meet. It was decided at this meeting that the group would do a winter countdown calendar for the children. The appropriations were made and the items will be purchased. Their next meeting is scheduled for December 13<sup>th</sup> at 1:30pm.

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## **New Business**

### **Approval of Community Members**

Community Members: Twilla Dowell, Elizabeth Hazzard, Erin Leach, Martin Parr, and Kerri Shaylor were the community members that needed to approve by Policy Council. A motion to accept the Community Members for another term was made by Danielle Howie and seconded by Sarah Broyan. It was voted on and approved.

### **Eligibility Training**

Mary Millham gave her required training on eligibility to members. This training discusses how we enroll families into our program and what makes them eligible. There are a number of criteria used that make a family eligible for our program, not just income. Homelessness, referrals from social service agencies, family crisis and other criteria are used in the selection of families for our program. There are a number of forms that Family Service Workers use that help to verify information families give when they are completing their applications.

### **Recruitment Plan 2022-2023**

The Recruitment Plan for the 2022-2023 year was submitted for Policy Council Members to review. Some of the highlights include contacting Berwick Theater to advertise recruitment, distribute posters to other agencies, businesses, and public places, contact libraries in all communities to display recruitment posters and arrange to attend children's activities for recruitment purposes. Planning to put a Head Start recruitment banner on the fence at Ber Vaughn Pool in

Berwick. Mary asked members if they had any questions about the recruitment plan, there were none. Erin Leach asked voting members to make a motion to approve the Recruitment Plan. A motion to approve the 2022-2023 Recruitment Plan was made by Danielle Howie and seconded by Sarah Broyan. It was voted on and approved.

### **Selection & Enrollment Plan / Eligibility Selection Criteria**

Mary Millham submitted the Selection & Enrollment Plan / Eligibility Criteria. She explained to determine, verify and document eligibility, a Family Service Worker will schedule an interview with the family.

Families will be asked to provide proof of income which can include a W-2, 1040 form, pay stubs, employer verification, bank statements and foster care stipend letters. If a family reports no income for a period, the program may accept the family's signed declaration to that effect. In the case of verifying homelessness, a program may accept a written statement from the homeless shelter or provider, school personnel or any information on the application that would establish that a child is homeless. In the case of a foster child, a court order must be presented to verify. Once a child is found eligible for enrollment, the selection process begins. It is at this time that Family Service Workers will use the information collected during the application process to begin filling slots. Mary asked members if they had any questions about her plan. There were none. Erin Leach asked for voting members to make a motion to approve the Selection & Enrollment Plan / Eligibility Criteria. A motion to approve the Selection & Enrollment Plan / Eligibility Criteria was made by Danielle Howie and seconded by Sarah Broyan. It was voted on and approved.

### **Policy Revisions**

#### **3.10- Responding to Abuse Allegations Against Employees & Volunteers**

#### **6.2A- Weather Emergency Closures**

Members were given a copy of the changes made to these policies. All changes made were in order to make the policies clearer to staff. Both policies with the changes were included in the packet. Erin Leach asked voting members to make a motion to approve the each of the policy revisions as they were presented. A motion to approve the policies was made by Danielle Howie and seconded by Elizabeth Hazzard. They were voted on and approved.

### **Agency Annual Report**

Cassie Weaver submitted the Agency Annual Report for the 2020-2021 program term. This report contains data from the previous program term in all service areas. Due to the Pandemic, we served 175 children in our area and classroom sizes were cut down to 10 children per center-based classroom. At the end of the school year, 23% of our enrolled children had IEP's. PBIS continued in the classrooms in order to help support children. While obesity numbers were a bit higher in the 2020-2021 school year, the Health & Nutrition manager along with the Family Engagement manager teamed up to get families involved in the "Active April Challenge," which promoted healthy eating and movement for families. Many activities like Parent Group meetings and Positive Solutions for Families were held virtually because of the pandemic. Cassie Weaver asked if members had any questions about the report, there were none. Erin Leach asked voting members to make a motion to approve the Agency Annual Report as is it was presented. A motion to approve the report was made by Sarah Broyan and seconded by Danielle Howie. It was voted on and approved.

### **Nominations of Officers**

Erin Leach briefly explained to members what officer positions were available at this time. At the October meeting, Martin Parr nominated himself for Chairperson and Erin Leach nominated herself for Vice Chairperson and there were no other nominations for these positions. Lisa Brelsford nominated Chantelle Waller for Secretary and Treasurer. She noted that Chantelle would be fine doing either one if someone else was nominated. Kari Temple nominated herself for Treasurer. Danielle Howie nominated herself for Liaison to the Board. Erin Leach asked for voting members to make a motion to approve these nominations. A motion to approve was made by Elizabeth Howie and seconded by Sarah Broyan. The nominations were voted on and approved.

### **Ratify Hardship Payment**

Cassie Weaver explained this hardship payment to members. CCDP staff would receive two payments of \$1000, one in the winter and one in the spring. This payment had already been approved by the Board and Policy Council members needed to ratify this vote. A motion to approve was made by Danielle Howie and seconded by Sarah Broyan. It was voted on and approved.

**Closing:**

Erin Leach thanked members for their attendance and announced that our next meeting would be taking place on Tuesday, December 21<sup>st</sup>, 2021, at 10:15am via Zoom. Erin asked voting members to make a motion to adjourn this meeting. Twilla made a motion to adjourn the meeting and it was seconded by Danielle Howie. It was voted on and approved.

CCDP Head Start Chairman Signature & Date

A handwritten signature in black ink, appearing to read "Martin L Parr", written over a horizontal blue line.

Martin L Parr (Dec 2, 2021 13:40 EST)