

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, April 18<sup>th</sup>, 2023  
Location: Benton Methodist Church**

**Voting Members Present:**

Rachel Dawson (P) Elizabeth Hazzard (CR) Jackie Smith (P) Danielle Howie (P) Kerri Shaylor (CR)

**Others Present:**

Lisa Brelsford Kaitlyn Floyd Sarah Meyer Morgana Miller Faith Rierson Audrey Rogucki Rose Stolz  
Cassie Weaver Rebecca White Heather Wolfe

**Absent:**

\*Twillia Dowell (CR) Amber Frymoyer (P) Margaret Landon (P)

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on April 18<sup>th</sup>, at the Benton Methodist Church. Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 10:20 am, a quorum was present.

**Minutes:**

The Minutes from the March meeting were included in the packet. Chairperson Rachel Dawson asked members to review the minutes and asked if there were any changes to be made. Members did not have any changes. Rachel asked members if there were any questions about the minutes, there were none. Rachel asked voting members to make a motion to accept the minutes as they were presented. A motion was made by Kerri Shaylor, and it was seconded by Elizabeth Hazzard. The March minutes were voted on and approved.

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**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial Reports with In-Kind**

The Financial report for the month of March was included in the packet. As part of the financial report, In-Kind balances were also included. The reports show that all in kind funds have been collected for the 22-23 fiscal year. Members were given a chance to review the report and asked if there were any questions, there were none. Rachel asked voting members to make a motion to accept the financial report with the in-kind numbers as it was presented. A was made by Jackie Smith and it was seconded by Elizabeth Hazzard. The Financial report with the in-kind numbers was voted on and approved.

**Charge Card/Credit Card**

The Charge Card/ Credit Card report for the month of March was included in the packet. Rachel gave members a chance to review the report and asked if anyone had any questions about them, there were none. Rachel asked voting members to make a motion to accept the Charge Card/ Credit Card report as it was presented. A motion was made by Elizabeth Hazzard, and it was seconded by Jackie Smith. The Charge Card/Credit Card report was voted on and approved.

**Parent Fund**

The parent fund report was included in the packet. Members were given a chance to review the parent fund. It was noted that this report is the first for the 23-24 fiscal year which began on April 1<sup>st</sup>. Members were asked if they had any questions about the parent fund report, there were none. Rachel Dawson asked voting members to make a motion to approve the Parent Fund as it was presented. A motion was made by Elizabeth Hazzard and was seconded by Jackie Smith. The Parent Fund was voted on and approved.

## **Committee Reports:**

### **Personnel Update**

Kailyn Floyd submitted the Personnel Update report. There were 4 status changes from probation to regular status and 2 of those were backdated from February. There was one resignation and 1 new hire who did not start. Kaitlyn pointed out that there would be one small change on her report, Lynde Remley's hours per week would be changed from 39 to 33.5 hours. Members were asked if they had any questions about the Personnel Update, there were none. Rachel asked voting members to make a motion to approve the Personnel Update with the change mentioned by Kaitlyn. A motion was made by Jackie Smith, and it was seconded by Elizabeth Hazzard. The Personnel Update was voted on and approved.

### **CCDP Board Report**

Danielle Howie shared that there were policies reviewed at the meeting along with other general administration items.

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## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her report. Cassie's Spotlight on Success came from Heather Wolfe, Mental Health Manager. Heather shared that two of her Behavior Support Staff (BSS) have completed their CDA. This is not a requirement for the Behavior Support position which makes it that much more meaningful that the staff have found ways to further their education and training.

Cassie reports that Head Start will be closing early on April 28<sup>th</sup> to allow for extra planning time in classrooms and lunch will be provided to all staff members. The Renaissance Jamboree will be held on April 29<sup>th</sup> and CCDP will be pairing up with "Real Taste 570" which is a food truck that will be at the event. Morgana Miller, Assistant Director, is in search for some volunteers from CCDP to help hand out flyers. Some of the profits made at this food truck will be shared with CCDP as a donation to the agency. Cassie's report included Program Information (PI) from the Office of Head Start (OHS) involving recovery funds for Hurricanes Fiona and Ian, this information did not apply to our agency thankfully. OHS also released an Information Memorandum (IM) on testing the lead in water. In 2022, all our sites were tested for lead and results were good. Cassie asked members if they had any questions about her report or any other information that was discussed, there were none. Cassie's reports along with the PI was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report. Heather reported that there are two Behavior Support Staff (BSS) positions open, there is one at TPV and one 5<sup>th</sup> street. Heather pointed out that 2 of our children are receiving Intensive Behavioral Health Services, these services are being provided through an outside agency. The services provide one on one support to children in the classroom. The Health Services Advisory Committee will be meeting on Wednesday, May 10<sup>th</sup>, 2023 @ 10am at the Berwick center and that invitation will be going out this week to members. Heather asked if there were any more questions, there were none. Her report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report. The second round of Parent Teacher Conferences are done, and GOLD is due on April 21<sup>st</sup> Transitions Meetings are scheduled for Central, Millville, Benton, W.W. Evans, Beaver Main, and Memorial. Rose asked members if they had any questions, 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. The last Parent Group meetings for the program term will be taking place in April. The first week of Active April Challenge had been completed, children's tracking and staff tracking are being handed in and some of them have included pictures. There will be a Parent Appreciation lunch in Bloomsburg and Berwick. Bloomsburg will be on May 24<sup>th</sup> and Berwick's will be on May 31<sup>st</sup>. Parents will receive a certificate and a small gift to thank them for their hard work and commitment. Parents who are unable to attend on the days of the lunch will receive their items on a later date. Her report was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. Current enrollment is at 190 and the cumulative total is 216. 167 were categorically eligible, 15 out of 71 slots for 101%-130% have been used and 8 out of 20 over Income slots. Attendance was at 63.93% for the month of March. This is lower than we'd like but it is due to staff shortages and illness between staff and children. Our goal is to keep attendance at and/or above 85%, this is also a goal on the self-assessment for the upcoming program term. While we are not currently taking applications for the current 22-23 program term, we are actively taking applications for the 23-24 program term. Faith asked members if they had any questions, there were none. Her report was included in the packet.

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

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah's reports also included screening numbers, immunizations numbers, and insurance information numbers, meal counts and injury report summaries. Her injury reports were organized by where the injury took place and what type of injuries they were. Not all injury reports submitted are due to peer-to-peer injury, some can consist of a child getting hurt while climbing in the playground or something of that nature. There will be updates to the Infectious Communicable Disease Policy, we have sent all the information out to the Health Services Advisory Committee (HSAC) and that update will eventually be submitted to the Board and Policy Council for final approval. Active April Challenge is going well, and it will continue to run through the entire month. Dental screens have been a challenge for our families especially the second round of screenings. and SMILE mobile dentist offers no cost dental care to schools in order to keep children up to date on their oral health. This is a huge help to children in our program and this will help bring our dental screen numbers up. SMILE Mobile dentist will be taking place on June 9<sup>th</sup>. Sarah asked members if they had any questions, there were none. Her report with screening numbers was included in the packet.

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

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. In the Education portion of her report, Rebecca noted that we are working on GOLD #3 which is due on April 21<sup>st</sup>. In Benton, the parent teacher conferences are being completed at the home visits. Berwick and Bloomsburg Socialization days are going well at the local libraries.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 10% or 15 of our center-based children, 19% or 5 of our combination option children and 29% or 7 of our home-based children have an IEP. There are currently 30 referrals out to the IU, and our Family Support Staff (FSS) has of total of 11 referrals program wide, these numbers are lower than last months which means progress is being made, children and families are getting they support they need to succeed. Rebecca asked members if they had any questions about her report, there were none. Her report was included in the packet.

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

None


**Parent Group Report: N/A**

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### **Closing:**

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place which is, Tuesday, May 16<sup>th</sup>, 2023 @ St. Luke's Church in Bloomsburg at 10:15am.

Chairperson Signature & Date

  
Rachel Dawson (Apr 24, 2023 10:33 EDT)

