

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, December 19th , 2023
Location: Grace Lutheran Church, Berwick**

Voting Members Present:

Rachel Dawson (P) Twilla Dowell (CR) Elizabeth Hazzard (CR)

Others Present:

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

Absent:

Kaitlyn Floyd *Kiaya McFadden (P) *Morgana Miller *Catherine Neeb (P) *Kerri Shaylor (CR)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on December 19th, 2023, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:45am, a quorum was present.

Minutes:

The Minutes from the November 21st 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. Rachel any questions or comments about the minutes, there were none. Rachel asked voting members to make a motion to accept the minutes with the change. A motion was made by Elizabeth Hazzard, and it was seconded by Twilla Dowell. The November minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The Financial report for the month of November was included in the packet. Cassie Weaver mentioned that the One Time Funds were added into this report. She said that we are currently behind on this spending because of being understaffed. Fiscal is looking into projections for the end of year. In kind numbers are doing very well with \$71,567 to collect by March 31st, 2024. A detailed version of this financial report is always available upon request. Cassie asked if members had any questions about the report, there were none.

Charge Card/Credit Card

The Charge Card/ Credit Card report for November was included in the packet. The report is split between Childcare, HSSAP, and Head Start. A detailed version of this report is available upon request. Rachel asked members if they had any questions about this report, there were none.

Parent Fund

The parent fund report was included in the packet. Lisa Brelsford, Family Engagement Manager, made a note on the new looks of the parent fund report. Added in the report is now a request section where Policy Council will approve/deny the requests that are being made at the parent group meetings. This section is right under the actual spending report on the same page. This month a request for photos came from the Berwick center parent group. They would like to have photos taken of the children at the center and have digital copies sent to parents. 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 Twilla Dowell. The Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Kaitlyn Floyd submitted her Personnel Update report. She was absent for this meeting, but her report was included. There was one resignation, one termination, one career change, and one new hire that did not start. Cassie Weaver asked if anyone had any questions about the Personnel Update, there were none. Rachel asked voting members to make a motion to approve the Personnel Update as it was presented. A motion to approve the was made by Elizabeth Hazzard, and it was seconded by Twilla Dowell. The Personnel Update was voted on and approved.

CCDP Board Report

Twilla Dowell noted that window film will be done at all centers. This protective film will help to keep building safe from outside persons looking in and will prevent any glass from shattering if broken. Town Park Village will have some new fencing put in. Head Start refunding application was approved. New Insurance plan approved from staff and there was surprisingly no major cost changes.

New Business

Policy Revision: Infectious & Communicable Disease

Sarah Meyer, Health & Nutrition Manager, presented the revision portion of the Infectious & Communicable Disease Policy to members. The section that need to be revised was highlighted for members to see. This language was added into the policy to make it clear to all that children who have a fever must remain home until they are 24 hours fever free without any medication. Sarah asked members if they had any questions about this, there were none. Rachel asked voting members to make a motion to approve the policy revision as it was presented. A motion was made by Twilla Dowell, and it was seconded by Elizabeth Hazzard. The policy revision was voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for November. Cassie's Spotlight on Success was from Debbie Jones on Stacy Wallick, Childcare Coordinator at 5th street. Stacy has worked at CCDP for 5 years and she is valuable members for the team. From making staff schedules to moving around from room to room for ration, Stacy has proven that she is dedicated to her job here. Stacy is flexible with her staff that are currently in school, she creates a welcoming atmosphere in the building, and always asks if there is anything else that needs to get done before she leaves for each day. We here at CCDP are lucky to have Stacy on our team.

Cassie's report included *PI 23-04* that was issued by the Office of Head Start (OHS) on November 20th, 2023, and is titled, "*Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period.*" This PI suggests changes that our agency has been trying to make for quite some time but there is no extra funding being provided to help implement these changes.

This NPRM is proposing that Head Start education staff be paid the same as third grade teachers in public schools and that we offer paid FMLA. They are proposing that Mental Health be integrated more intentionally across the program to children, families, and staff. At the moment, we do have a Mental Health Consultant who will do a one-time consultation for staff.

Cassie noted that these changes that have been proposed by the OHS would not be mandated until August 2031. In the past few years, our program has made some changes to help the overall morale of staff. At the beginning of this program year, we reduced Head Start classroom sizes to 13 per classroom, HSSAP remains the same at 17 per classroom. That change was made through a "Change in Scope."

Family Service Workers have no more than 40 families on their case load. There are two classrooms in Berwick that are not open due to low staffing which is a major challenge for a lot of programs in the area.

Elizabeth Hazzard mentioned the possibility of collaborating when it comes to the grant writing. Other programs that are funded through federal funds will be affected once this rulemaking goes into effect.

Cassie did note that on the PI that was included, there is a 'comments' section where anyone can add remarks to this proposed change. At this point, we have 7 years to comply with the changes that are being proposed.

Cassie asked members if they had any questions about her report or any other information that was discussed, there were no more questions or comments. Cassie's report along with the PI was included in the packet.

Mental Health Report:

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report. There are four Behavior Support Staff Floater position open. One floater position at the Berwick center, two positions open at Town Park Village for temporary and regular, and there is a full year position open at the 5th street center.

Heather made a note on the added section of her report. She included Program Behavioral Updates which cover the number of children who are currently receiving support for challenging / unsafe behaviors in the classrooms that are currently open. At this time, there are 10 children throughout our program that are receiving some type of support. Heather says she will keep this section in her report.

Heather asked members if they had any questions about her report, there were none. Her report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. STARS renewal Benton and Berwick has been submitted and they received their STARS. Town Park's renewal is coming due soon. The HSSAP Program Specialist, Joy Mead conducted classroom visitation on 12/11/2023. Due to illness, some of the parent teacher conferences that were due on 11/23/2023 have been rescheduled.

The children at Town Park Village went on a field trip on 11/28/2023 to TreeFest. The children were able to see all of the beautiful Christmas trees that were on display. Transitions lists for children moving on to kindergarten are being prepared for school districts. Berwick's list has been completed, and the other school districts are in progress. There will be CLASS review videotaping occurring between 1/3/2024-1/20/2023. Rose's report included the outcomes for the fall. 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. There were no parents who attended the Bloomsburg Parent Group, and a survey has been sent out to ask parents for some feedback on what days and times will work for them. Berwick had 2 parents show up for parent group and they made fall floral arrangements. Benton had a total of 15 family members in attendance for their parent group, they did a family craft and went over some active reading strategies.

Positive Solutions for Families had two parents that have been attending. Classrooms did not have any Celebrations of Learning in November.

During the holidays, our agency receives donations that come from various agencies and schools this year. Berwick High School donated blankets for our Berwick center children. The SMILE program donated hats and gloves for all of the children. Some families received help from Brighter Christmas. TreeFest had 62 families sign up, this number includes Head Start families, Family Center families, and families who called in from the community. 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:

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. Our current enrollment is at 147 this number does not include the two classrooms that are currently closed in Berwick. Our cumulative enrollment is at 153. Attendance numbers are in good standing at 82.94%, and we hope to continue seeing good numbers through the year. Faith noted that this year we are receiving better communication from parents about absences. Faith reports that we are still taking pre-apps for this program term. Faith asked members if they had any questions, there were none. Faith's report was included in the packet.

Health & Nutrition Report:

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah was absent for this meeting. 1272 breakfasts were served, and 1384 lunches served in the month of November. An Injury report summary was included in her report. Sarah's report also included health screening information for all centers. Currently we track all physicals, dentals, hearing, and vision. We are tracking and recording information as it comes in. Dental screens make ups are going well, we are at 72% and working on dental treatments.

Sarah reported that a representative from NGS visited all centers to measure and gather information for the security film for the windows at each center. Sarah asked if there were 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 of her report, home visits in Benton were lower due to illness. Rebecca reports that 5th street, Benton, and both home based classes are working on the GOLD assessments for the winter.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 14% or 17 of our center-based children, 15% or 4 of our combination option children and 8% or 2 of our home-based children have an IEP. There are currently 14 referrals out to the IU. The Family Support Staff (FSS) has a total of 12 referrals for support. There are 6 referrals in Bloomsburg, 2 in Berwick and 4 in Benton. Rebecca asked members if they had any questions about her report, there were none. Her report was included in the packet.

Open Discussion & Answer Period: N/A

Parent Group Report: *Benton*

Lisa noted that 4 adults and 6 children came to the Benton Parent Group on 12/11/2023. They made popsicle snowflakes and cotton ball snowmen. Parents discussed wanted to get some CPR training and do a Valentines craft at the next meeting. The report to Policy Council was included in the packet.

Closing:

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place on Tuesday, January 16th, 2024, at the Grace Lutheran Church in Berwick at 9:30am. Rachel asked voting members to make a motion to adjourn the meeting. A motion was made by Elizabeth Hazzard and seconded by Twilla Dowell. The meeting was adjourned at 10:35 am

Chairperson Signature & Date



Rachel Dawson (Dec 27, 2023 12:52 EST)