

**CCDP Head Start
Policy Council Minutes**

Date: Tuesday, November 21st, 2023

Location: Grace Lutheran Church, Berwick

Voting Members Present:

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

Others Present:

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

Absent:

*Lisa Brelsford *Sarah Meyer Kiaya McFadden (P) Catherine Neeb (P) Zacharay Zukowski (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on November 21st, 2023, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:40am, a quorum was present.

Minutes:

The Minutes from the October 17th 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. Heather Wolfe commented she was absent for that meeting and her name was in the "Others Present" section. Rachel asked members if there were any other 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 Twilla Dowell, and it was seconded by Kerri Shaylor. The October 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 October was included in the packet. Cassie Weaver read the remaining to collect for In-Kind amount. It was mentioned that the financial reports did not need to be approved because the reports presented are for informational purposes and the money has already been spent. 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 the October 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. Cassie asked members if they had any questions about this report, there were none.

Parent Fund

The parent fund report was included in the packet. Rachel read the balances of each center. Rachel asked if there were any questions about the report, there were none. Rachel Dawson asked voting members to make a motion to approve the parent fund report as it was presented. A motion was made by Elizabeth Hazzard and was seconded by Kerri Shaylor. The Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Kaitlyn Floyd submitted her Personnel Update report. There were two new hires and two resignations. Two staff members moved to regular status. Kaitlyn 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 Twilla Dowell, and it was seconded by Kerri Shaylor. The Personnel Update was voted on and approved.

Budget & Finance

The minutes from the Budget & Finance Committee meeting were included in the packet but was not originally on the agenda. Cassie Weaver noted that Head Start Budget & Refunding application was discussed at that meeting and would be up for approval later in the agenda.

Curriculum & Resource

Rebecca White reported that the Curriculum & Resource Committee met, and the Cultural Recognition Policy was presented and approved with the few changes made. This Policy will be presented to Policy Council for approval as well.

CCDP Board Report

Twilla Dowell noted that the Board approved policies 12, 3.7, 3.20, 5.10 and 7.1 were approved, Policy 7.2 was approved to be retired. The Cultural Recognition Policy was approved. The Selection & Enrollment plans were also approved at the meeting.

New Business

Policy Revisions & New Policy

Morgana Miller, Assistant Director, gave members an overview of Policy 1.8 A, formerly 1.8. This policy number was revised to allow for a new policy that relates to it, 1.8 B. Both policies are in place to ensure that all technology equipment and systems are being used properly by staff and that only business matters are being conducted while in use. 1.8B, "Responsibility of Devices," is a new policy for all current and new staff. This policy states that staff are responsible for all devices that have been assigned to them. In the event of resignation or termination, staff are responsible for making sure all devices and accessories make it back to CCDP within the deadline date. The policy outlines what is considered stolen versus missing, damaged devices and electronic files. The policy outlines steps for each of these situations and this new policy will be signed by all current staff and new staff who are hired after this date. Morgana asked members if they had any questions about Policy 1.8 A and 1.8 B, there were none. Rachel asked voting members to make a motion to approve these policies as they were presented. Elizabeth Hazzard made a motion, and it was seconded by Twilla Dowell. The policies were voted on and approved.

Cultural Recognition Policy

The Cultural Recognition Policy was included in the packet and the changes were in red for members to see. Rebecca White asked members if they had any questions about the few changes made, there were none. Rachel Dawson asked voting members to make a motion to approve the policy revisions as they were presented. A motion was made by Kerri Shaylor, and it was seconded by Elizabeth Hazzard. It was voted on and approved.

Eligibility Training

Faith Rierson presented her required training on eligibility to members. CCDP Head Start enrolls children based on their eligibility. Age, income, homelessness, and foster care are some of the criteria used when selecting a child for the program. Children who are between 3 and 5 years old before Sept 1st of the program term will be age eligible for the program. For families who are claiming homelessness or no income, we at CCDP are required to verify through written documentation. A third party may be contacted to verify information such as no income. Currently, it is not required that we see a birth certificate for a child, it is preferred. A family receiving public assistance such as SNAP or TANF, experiencing homelessness or is in foster care are considered categorically eligible. Faith asked members if they had any questions about this training, there were none. There was no vote on this training.

Recruitment Plan

Faith Rierson submitted the Recruitment Plan, and it was included in the packet. Some highlights on the recruitments included creating a flyer that has a scannable QR code for families to scan, once they scan that, they will be able to fill out a pre application on our webpage. As in previous years, CCDP Head Start will be sending pamphlets to the Assistance office, YMCA, Women's center, Children & Youth and many more. Teachers in Center and Home-Based will help to recruit age eligible children. Yard signs will be available for anyone who would like one, local fairs and events that are appropriate for families and children in the area will be provided with brochures and other recruitment materials. Faith asked members if they had any questions about this 2024-2025 Recruitment Plan, there were none. Rachel Dawson asked voting members to make a motion to approve the Recruitment Plan for 2024-2025. A motion to approve was made by Kerri Shaylor and it was seconded by Twilla Dowell. Rachel asked members if there was any discussion about the Recruitment Plan, there was none. It was voted on and approved.

Selection & Enrollment Plan/Eligibility Selection Criteria

Faith Rierson submitted the Selection & Enrollment Plans. Most of the information here was explained during the Eligibility requirements training. This plan goes into more detail in the selection process. Once a family contacts CCDP to complete a pre-application, a Family Service Worker (FSW) will schedule an interview with the applying family to go over program options and begin the eligibility process. Families will be asked to provide proof of income which can include a W-2, a 1040, pay stubs, or employer verification. As part of being categorically eligible, TANF letters and/or SNAP benefits letter may be obtained by having the family sign a release of information to have us get the necessary documents from the assistance office. If a family is claiming no income for a period, the program may accept the family's signed declaration to that effect. In the case of verifying homelessness, the 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.

Family Service Workers will perform outreach in the community to ensure that all eligible families have been given a fair chance at enrollment in our program. Once applications are completed and the outreach has been done, the selection process can begin. Each one of the eligibility criteria holds a certain weight when processing applications and wherever the family falls, determines where they are on the scale. The higher weighted families are the families that will be selected first. Some categories for this weight system are, returning families, age, social services, health, disabilities, and family dynamic. Our program is allowed to offer slots to families who are at the 101%-130% income level and over the 130% income level. Those slots will only be offered if all the income eligible families have been offered the slots and deny them for some reason. If there is a waiting list during a program term, this weight system will also be used to ensure that income eligible families are being offered the slots first.

Faith asked members if they had any questions about her plan. There were none. Rachel asked for voting members to make a motion to approve the Selection & Enrollment Plans. A motion to approve the Selection & Enrollment Plans was made by Kerri Shaylor and seconded by Elizabeth Hazzard, it was voted on and approved.

24-25 Head Start Budget & Refunding Application

Cassie Weaver presented the 2024-2025 refunding application & budget for approval. Members received an application summary, updates on goals & action plans, a budget and budget narrative in their packet for review. The Budget & Finance Committee and Budget & Planning Committee met to discuss this budget and refunding application. Since the last refunding application with the Change in Scope, there have not been many changes but there were some.

The CSIU program has opened classrooms through Pre-K Counts in Bloomsburg and Berwick which gives our program some competition with enrollment. That program now serves a total of 54 children between the two towns.

Since the previous grant application, there were no new goals created or revisions made. The funded enrollment dropped from 203 to 175 as part of the change in scope approval last year. This Change in Scope allowed federally funded Center Based classrooms to drop down to 13 children per room.

One of our program goals made in 2021 was to partner with families and the community to provide quality comprehensive services to better equip families with tools they need to be successful once they transition into kindergarten and past that. As this is an ongoing goal for our program, Family Strengths and Outcome Assessment was created, this assessment is categorized in seven sections. Family Service Workers will complete this assessment with the family, set up goals depending on their needs, and they will review it again with the family later in the year. The Family Partnership Agreements have been redesigned now to connect right to the Family Strengths and Needs Outcomes Assessment. It is well received with parents.

In the budget, the phone lines were discussed. It is being proposed that the program spend less money on phones especially at the 7th street office. At this moment, everyone except for one staff member at the 7th street office has both a land line desk phone and a work cell phone. We are hoping to have only one land line at the office where calls can be transferred to cell phones. Home visitors have work cell phones, and we are hoping to keep those in service. Food costs have significantly increased due to inflation, and we are hoping to make some changes to that budget. The budget narrative was included in the packet with the application summary. Cassie asked members if they had any questions about the information presented. There were none. Rachel asked members to make a motion to accept the 24-25 Head Start Budget & Refunding Application. A motion was made by Twilla Dowell, and it was seconded by Kerri Shaylor. The 24-25 Head Start Budget & Refunding Application was voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for October. Cassie's Spotlight on Success was from Faith on Deb Thennes, Family Service Worker in Berwick. Deb has worked with CCDP for many years and has been an advocate for both families and staff. Deb has stepped in and taken on tasks that are not part of her normal duties, she worked over the summer when we needed a Health Assistant to review health records. Deb is a noteworthy employee, and we are grateful to have her with us.

Cassie made note of the new layout of her report, she included data from all managers reports and it is easier to read. Cassie noted that on November 1st, Sarah and she went on a walkthrough of all CCDP buildings with a representative from NSF Films and Graphics. With the one-time grant funds, we are hoping to get protective film on entryway doors and windows.

The classroom at TPV that was open until 11am is now open for its full day and has a new teacher.

Denise Mcconney, Head Start Program Specialist, visited centers from 10/25-10/27. There was lots of positive feedback from her about the classrooms she visited.

Cassie asked members if they had any questions about her report or any other information that was discussed, 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. There is a Behavior Support Staff Floater position open at the Berwick center, a temporary position open at Town Park Village, and there is a full year position open at the 5th street center. The Health Services Advisory Committee will be meeting on December 13th at 10am at the Berwick center. New staff attended a Safe Crisis Management (SCM) training on October 20th, 2023. There will be another training in February. The Mental Health Consultant is in the process of reviewing every child's social emotional screening and will complete observations if needed. These observations and consultations can only be completed with parent permission. Copies of the completed reports will be provided to the family and the teacher will review the recommendations with them. 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. Since her report was submitted, Rose updated members on the ASQ number for TPV classroom B, it is now at 13 and not 11. STARS renewal paperwork for Benton and Berwick has been submitted. Parent Teacher conferences have been scheduled and needed to be completed by 11/23/23. Rose's report included the outcomes for the fall. The Math scores dropped a little bit from last year, but they are usually lower at the beginning of the school year, as well as literacy. Fine motor and physical are meeting the expectations. 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. Lisa was absent for this meeting. There were no parents who attended the Bloomsburg Parent Group, and a survey went out to ask parents for some feedback on what days and times will work for them. We are still waiting to hear back from them. Positive Solutions for Families is going well and will run through December 14th. Some classrooms have had their Celebrations of Learning TreeFest will run from November 23rd to December 3rd. Flyers have gone out to families and to the Family Center. Out of 80 trees, 45 of them have been assigned. Elizabeth Hazzard and Kerri Shaylor asked about getting that information, it will be sent to them after the meeting. 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. Attendance numbers are looking better than this time last year, we hope to see good numbers through the year. Faith noted that we are still taking pre-apps for this program term. There is an event at the McBride Library in November that Faith and Crystal, the Enrollment Coordinator will attend. The event is a parent workshop where several agencies meet to provide information to families. 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 was absent for this meeting. Cassie noted that there were 1616 breakfasts served and 1788 lunches served in the month of October. 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. There were no questions. Her 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, Parent Teacher conferences are being scheduled and are due on 11/23. Classrooms are working on their TreeFest ornaments for our tree, the theme that was chosen was Penguins.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 13% or 16 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 one referral in Bloomsburg, one 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:

There was a question about where to drop off toy donations for children, the comment was made that most times, agencies, or businesses drop them off at the 7th street office.

Parent Group Report: *Berwick*

The next parent group for Berwick will be taking place on February 7th, 2024 @ 10:30 am, the group decided they would like to request the use of their funding for school photos for children.

All other Parent Group reports were 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, December 19th, 2023, at the Grace Lutheran Church in Berwick at 9:30am. A note was made that the agenda will now include a disclaimer at the bottom about snow days and delays. Rachel asked voting members to make a motion to adjourn the meeting. A motion was made by Kerri Shaylor and seconded by Elizabeth Hazzard. The meeting was adjourned at 10:40 am

Chairperson Signature & Date


Rachel Dawson (Nov 30, 2023 09:27 EST)