

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, October 17th, 2023**

Location: Grace Lutheran Church, Berwick

Voting Members Present:

Rachel Dawson (P) Twilla Dowell (CR) Elizabeth Hazzard (CR) Angelina Hicks-Mangus (P) Kiaya McFadden (P)
Catherine Neeb (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:

Amber Frymoyer (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 October 17th, 2023, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:35am, a quorum was present.

Minutes:

The Minutes from the September 19th 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 Angelina Hicks-Mangus, and it was seconded by Catherine Neeb. The September 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 September was included in the packet. Asondra Acor, Fiscal Manager gave members a brief overview of what information is included in the report. Asondra noted that she creates this report with help from her Fiscal Assistant, Dawn Trescott. The financial report that is presented to Policy Council includes all Head Start financial information including the budget for the current fiscal year. The report includes monthly, and year-to-date balances of funds. As part of her financial report, Asondra includes the Non-Federal Share numbers. This report is split in three categories, HSSAP (Head Start Supplemental Assistance Program), Other Grants and Volunteer. Asondra explained that the HSSAP is the largest grant Head Start receives yearly, Head Start also receives other yearly grants to help cover material costs in classrooms and some staff salaries. Asondra's financial report also includes volunteer numbers which cover all the time that our parents, board members, and other volunteers put into our program, this is tracked as In-Kind. A detailed version of this financial report is available upon request. Members were given a chance to review the report and Asondra 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 they were presented. A motion was made by Catherine Neeb, and it was seconded by Twilla Dowell. The Financial reports with the in-kind numbers were voted on and approved.

Charge Card/Credit Card

The Charge Card/ Credit Card report for the September was included in the packet. Asondra explained to members that this report is a summary of all charges made during the month. The report is split between Child Care, HSSAP and Head Start. A detailed version of this report is available upon request, but we bring the summary to present to Policy Council. Asondra asked members if they had any questions about this report, 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 Kerri Shaylor. The Charge Card/Credit Card report was voted on and approved.

Parent Fund

The parent fund report was included in the packet. Lisa Brelsford noted that there were no changes on the parent fund but there will be some purchases made and the report will be updated. Rachel Dawson asked voting members to make a motion to approve the parent fund report as it was presented. A motion was made by Catherine Neeb 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. There were four changes since last month. There were three new hires and one resignation. 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 Kerri Shaylor, and it was seconded by Catherine Neeb. The Personnel Update was voted on and approved.

CCDP Board Report

Twilla Dowell noted that the Board is in search of a lawyer to join as it is a requirement to have one. The Board also passed the PIR and the FIP.

New Business

Fiscal Training

Asondra Acor, Fiscal Manager, gave her training to members. She noted that she has four staff members who she supervises. Dawn Trescott, Fiscal Assistant, works at the 5th street office and has been with us for 33 years. Crystal Billig, Enrollment Bookkeeper, works at the 5th street office and is new to CCDP. Darlene Slusser, Bookkeeper, works at the 5th street office and is new to CCDP. Kaitlyn Floyd, Human Resources Coordinator, works at the 7th street office with the management staff and has been with CCDP since February 2023. Asondra noted that CCDP is funded through Head Start, HSSAP, and Child Care. Head Start receives funding through the Office of Head Start (OHS), this is called “program funding.” With this funding, Head Start agrees to serve a certain number of children through the year for a certain amount of money. CCDP is audited yearly to ensure all funds are properly allocated. Asondra asked members if they had any questions about the information she provided, there were none. The training report was included in the packet and no vote was needed.

Policy Revisions

1.2 Head Start Philosophy, 3.7 Clearances, 3.20 Vehicle, 5.10 Holidays, 7.1 Travel, and 7.2 to be retired. Kaitlyn Floyd went over the changes in the policies. In policy 1.2, the word “Sullivan” was omitted since we no longer serve families in that county. In 3.7, there were updates to the number of required clearances for staff, volunteers, substitutes, and Board members. Clearances expire every 3 years, which is now clearly indicated in this policy revision. In 3.20, there were some additions made in the safety rules and the maintenance section. In 5.10, there was a change made to the policy that states staff must use all accrued time before using unpaid time off, staff have the option to request unpaid time off even if they have paid time off to use. In policy 7.1 and 7.2, these two policies have now been merged into one policy as much of the language was already included in policy 7.1. Kaitlyn asked members if they had any questions about the changes in the policies, 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.

Annual Report

Cassie Weaver submitted the Annual Report. She explained that this report covers all information for the 22-23 program year, and it covers both Head Start and Child Care. Cassie made members aware that this Annual Report and the Community Assessment are both included in the grant application that is submitted yearly. Cassie highlighted some key areas of the report. CCDP Head Start did deal with some staff shortages in the 22-23 year due to illness. All classrooms were open and operating keeping a close eye on COVID regulations, but some did have to go remote for days when staff were sick. Policy Council and staff meetings were in person. Information for each of the service areas was included in the Annual Report. A total of 217 children were served during the 22-23 program year for Head Start. Attendance numbers

were down for the year, this was due to illness for staff and children enrolled. For classrooms that were operating remotely, packets were sent home for families to complete to count for attendance. Parent Groups met through the year, and this gave families the opportunity to engage with other parents with enrolled children in the program. Each center participated in different ways. The highlights of the year were that the Bloomsburg center sponsored a pumpkin painting family event where 17 families attended, they also teamed up with the Penn State Extension Master Gardeners to do a planting activity in the park. Berwick teamed up with the Vo-Tech school to create beautiful floral arrangements and they created a Crockpot Recipe book. The Benton center enjoyed a scavenger hunt, they made salt dough ornaments, and made kinetic sand. CCDP Head Start had a total of 206 volunteers for the 22-23 program year, 144 of these volunteers were current or past parents in our program. Positive Solutions for Families sessions were held during the year for a period of six weeks and six families completed the program. Grants through the Community Giving Foundation: Berwick and CMSU sponsored the sessions. During the year, 201 families participated in goal setting with their Family Service Worker. They were provided with resources to help them reach their goals no matter how big or small. 193 goals were made and 133 were met. Some families decided not to set a goal, this was due to scheduling conflicts or starting in the program late in the year.

Cassie Weaver asked members if they had any questions about the Annual Report, there were none. Rachel Dawson asked voting members to make a motion to approve the 2022-2023 Annual Report as it was presented. A motion to approve was made by Kerri Shaylor and was seconded by Twilla Dowell. It was voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for September. Cassie's Spotlight on Success was about CCDP staff. Agency wide, staff at every level have been taking on many extra tasks and she feels deep gratitude for all the work done by all staff at every level to help both Head Start and Child Care run.

There has been some progress with new hires, we are dealing with candidates accepting positions and changing their minds before starting. CCDP earned \$898.08 through the Weis 4 School program last year. Cassie informed members that they too can help our program earn money through this program by scanning a barcode when shopping at Weis Markets. The barcode will be shared with community members, and it has already been shared with parents. The one classroom at the Town Park Village center is now open for its full day. We are still working on opening the two closed classrooms at the Berwick center. 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. Heather was not at this meeting. There is still a Behavior Support Staff Floater position open at the Berwick center and one temporary position open at Town Park Village. PBIS meeting will be held this year at the Professional Development days. There will be team building activities to help staff strengthen their working relationships with each other. There will also be a focus on helping staff implement PBIS with children and families. Coaching is being provided in classrooms to assist staff, coaches are using the Teaching Pyramid Observation Tool (TPOT) to help identify classroom team strengths and areas that may need improvement. There were no questions about Heather's report, it was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. ASQ's have been completed. STARS renewal paperwork for Berwick is being completed. There is a teacher position and two assistant teacher positions open, interviews are being scheduled. The first fire drills were done at the Berwick center and at Town Park Village. Parent teacher conferences will be scheduled, all are due by Thanksgiving. 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. Wesley Church donated 50 backpacks and school supplies to Bloomsburg center-based children. The Berwick area Salvation Army has begun their holiday assistance sign up; flyers were sent out to families. Lisa asked members if they had any questions about her report, there were none. Her 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 146 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 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 report included meal counts for the month of September. Injury report summary was included in her report. Injuries that occur during the year are not always peer-to-peer, sometimes children get injured playing on the playground and those injuries can be self-sustained. She wanted to make these injuries clearer to members who are reading her report. Sarah also noted that the Health Services Advisory Committee meeting has been moved to December 13th, 2023. Sarah's report also included health screening information for all centers. Currently, we track all physicals, dentals, hearing, and vision. More than half of the enrolled children have a current physical exam on file and around ¼ of enrolled children have a current dental exam on file. We are tracking and recording information as it comes in, this report will continue to be updated. Sarah asked members if they had any questions about her report, there were none. 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, home visits are continuing to be scheduled. GOLD is being completed.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 11% or 13 of our center-based children, 15% or 4 of our combination option children and 4% or 1 of our home-based children have an IEP. There are currently 14 referrals out to the IU. The Family Support Staff (FSS) program began the week of September 25th, and he currently has 1 referral in Bloomsburg. He did state that there are a few families who would like to continue the program from last year. 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:

None

Parent Group Report: *Bloomsburg*

The Bloomsburg Parent Group did not have any attendees. Lisa Brelsford explained that parents in Bloomsburg will be receiving a survey to figure out what day and time would work best so they can meet for their Parent Group.

Closing:

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place on Tuesday, November 21st, 2023, 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 Twilla Dowell and seconded by Catherine Neeb. The meeting was adjourned at 10:15 am

Chairperson Signature & Date



Rachel Dawson (Oct 24, 2023 13:03 EDT)